



NOVEMBER 5TH - 7TH 2021

Vendor Agreement

Vendor Name						Phone	
Contact Name						Email	
Address							
City		State		Postal Code		Country	
Products Offered							

We are pleased that you will be attending the HDC2021 to be held at the Hilton Houston North in Houston, TX. This year's competition is scheduled to begin the evening of Friday, November 5th, 2021 and end on the night of Sunday, November 7th, 2021.

We are still in the process of determining the layout of the space assigned for vendors. Please return this form as soon as possible and we will make every effort to accommodate your needs.

The following shall apply to all vendors:

- A) Electrical Power: A limited amount of power may be provided by the hotel. The vendor is responsible for working with the hotel to procure any additional needs. We will do our best to have you as close as possible to wall outlets. We recommend you bring your own extension cords and power strips to avoid having to rent them from the hotel. Please bring your own professional tape to secure any cords.
- B) Banners: each vendor may display banners in front of or behind their booth.
- C) Vendor fees: all vendors that have a stand and have designated space near/or inside ballroom / or in changing rooms shall pay the greater of \$500 to "Smooth Operator Inc".
- D) Telephone / Internet: The vendor is responsible for working with the hotel to procure any needs.
- E) Shipping of Goods: The vendor is responsible for working with the hotel regarding any storage needs and shall pay for any shipping and/or storage costs. Shipping and receiving information will be sent to you once contracted.
- F) We ask that all vendors be completely set up by the start of the first session and remain in place until the final session is finished.
- G) Certificate of Insurance: Vendors shall supply Smooth Operator Inc with insurance certificate showing general liability insurance coverage.
- H) Vendor shall be responsible for complying with all federal and state laws, rules, and regulations governing the sale of goods and services.

- I) Vendors are responsible for their own stands overnight security . Smooth Operator Inc is not responsible for any loss, theft, or damage to any of the vendor’s property at any time before, during, or after the event.
- J) All vendors and their staff must stay at the Hilton Houston North for the following period from November 5th through November 8th 2021.
- K) Estimated load in and load out times will be confirmed 30 days prior. We ask that all vendors be completely set up by the start of the first session and remain in place until the final session is finished.

Some other useful information:

- If you would like to take advantage of our group room rate at the Hilton Houston North, please call the organizer on 561-460-0693 or go to our website where we have our group rate reservation link for your convenience.
- Contact the hotel to coordinate any additional needs.

We look forward to having you officiate at this year’s event!

Sincerely,
John and Olga Elsbury
Organizers

Please sign one copy of this agreement and send via email to houstondanceclassic@outlook.com

Accepted:

Vendor/Concessionaire

Date:_____

Vendor Payment form

Vendor Name
Contact Person
Phone/email

Vendor Fee
Make Checks Payable to:
Houston DanceSport Classic
1504 Sandstone dr,
Frisco, TX 75034

\$

Credit Cards Accepts. A 4% Service Fee will be added to all CC charge.

