



TEXAS MILITARY DEPARTMENT
POST OFFICE BOX 5218
AUSTIN, TX 78763-5218
(512) 782-5001

VENDOR APPLICATION FORM

EVENT: TMD Open House-April 21-22, 2018

This form is to be returned before the end of the business day: Friday, April 1, 2018.

Organizations not affiliated with the Texas Military Department shall pay for rental space according to the following pay schedule to include both Saturday & Sunday:

Vendor Space			
10'x10' - \$225.00	10'x20' - \$275.00	30'x30' - \$325.00	
Information Booth			
10'x10' - \$150.00	10'x20' - \$175.00	30'x30' - \$225.00	
FRG/ Unit Vending			
10'x10' - \$125.00	10'x20' - \$145.00	30'x30' - \$160.00	

*** All vendors requiring a vendor space must pay a fee.**

Circle the booth size under the section in which you choose to reserve.

ALL VENDORS AND THEIR EMPLOYEES SHALL EXECUTE AND RETURN THE ATTACHED APPLICATION BEFORE ACCESS WILL BE GRANTED ONTO CAMP MABRY FOR THE 21-22 April 2018 Texas Military Department Open House.

Name of Vendor:

Name of Organization:

Physical Address:

Telephone #: _____ Cell#: _____

E-mail Address:

Type of Service / Food and Beverages to be provided:

Texas Military Department (TMD) will provide an assigned vendor site at the event for the purpose of vending merchandise for the duration of the above stated times for the amount listed. Vendor is responsible for adhering to the below stated times and for providing payment in full for the vendor site by the specified deadline to the appropriate Texas Military Department representative. *It will be the responsibility of the vendors to provide their own equipment (Tents, Chairs, Tables, Ice, etc.) and any approved portable power and extension cords for the operation of electrical appliances.*

Set-up Date: 3:00pm - 7:00pm April 20th or 5:00am - 7:00am April 21st, 2018.
Tear Down Time: 4:00pm, April 22nd, 2018 (or as prearranged).

Organizations not affiliated with the Texas Military Department will need to provide the following documentation to reserve a vendor site:

- ◆ Proof of Insurance
- ◆ Copy of valid and up to date license necessary to "vend" merchandise
- ◆ All employees must also be trained and licensed to "vend" merchandise

Send or drop off completed application and payment to:

Mailing Address:

Texas Military Department
Bldg. #11
Attn: Bernie Garza
P.O. Box 5218
Austin, Texas 78763-5218

Physical Address:

Texas Military Department
Attn: Bernie Garza
2200 W. 35th Street Bldg.#: 11
Austin, Texas 78703-2210
512-782-7130
512-568-4458 - Cell Phone

DEADLINE FOR SUBMISSION: April 1, 2018

For Questions Contact:

Bernie Garza 512-782-7130 or bernie.garza@military.texas.gov;

OR

SSG Patricia Gutierrez 512-782-1062 or patricia.gutierrez2.mil@mail.mil

Liability Statement:

Vendor and associates assume all risk for damages incurred prior to, during and after the event. The Texas Military Department will not be held responsible or liable for any damage to persons or property involved in the event. Any fees or expenses incurred will not be reimbursed by the Texas Military Department and are the sole responsibility of the Vendor. Vendor is solely responsible for obtaining all permits, licenses, and certificates of Liability Insurance as required herein. Specific terms include times of setup, and breakdown. The Vendor, including all of its owners, agents, employees or assigns, hereby releases and waives any and all claims for personal injury, product liability, theft, breakage, or other Damage, against the Texas Military Department. Vendors expressly assume the risk of rain, wind, lightning and other weather-related elements on the days of the event. The Texas Military Department expressly disclaims any obligation or representation related to the number of persons to be attending the event, or the revenue to be derived there from.

I have read all terms and conditions of the contract and agree to abide by stated terms.

Signature: _____ Date: _____

Signature indicating approval and agreement of Texas Military Department Representative

Signature _____ Date _____

Print Name _____

For Office Use Only:

Payment Amount: \$ _____

Form of Payment Cash
 Check # _____
 Other _____

Received on: _____

Received By: _____

Title: _____

**Make all checks or money orders out to the TXMD Historical Foundation.
Vendors paying with credit card please call 704-408-1756**