



University  
of Houston  
Clear Lake

University Staff  
Association

**University of Houston-Clear Lake**  
**University Staff Association – Harvest Fair 2019**  
**September 9<sup>th</sup> – 12<sup>th</sup>, 2019 — 10 am to 7 pm**

**VENDOR RULES & GUIDELINES**

Good Day! We would like to invite you to participate in the UHCL University Staff Association Annual Harvest Fair. The cost of each space is \$35.00 per day. The Atrium will be available at 7 a.m. on Monday, September 9<sup>th</sup>, for set-up. Sales will begin on September 9<sup>th</sup> at 10 a.m.

The space fee includes two 6' tables, two folding chairs in a 6' x 6' space. There is an added cost for electric and additional tables. Vendors will be allowed to bring their own tables as long as they fit within the allotted space purchased. The completed registration form and fees (checks or money order only) can be mailed to the UHCL University Staff Association, Attn: Marlene Richards, 2700 Bay Area Blvd., Houston, TX 77058.

**\*\*SPACES ARE AVAILABLE ON A FIRST COME FIRST SERVE BASIS**

Vendors may begin set up at 7 a.m. on Monday, September 9<sup>th</sup>. All merchandise must be removed by 9:00 p.m. on September 12, 2019.

All unloading **throughout the week** can be done at the front of the Bayou Building in Bayou Circle or at the rear of the Bayou Building on Houston Drive. Once the merchandise is unloaded vendors must move their vehicles and park in the VISITOR Lot R—**DO NOT park in Employee Section of Lot B, D or in unauthorized spaces; you will be ticketed.** Please observe the parking rules. **NO EXCEPTIONS!** Those people who have a current handicap permit may park in any handicap parking available that are not in an employee lot.

Vendors are required to skirt each of their tables for this event. Vendors must supply their own display equipment if your booth requires such a display. **If you do not need tables in the space(s) you rent, please note that, on your registration form ahead of time.** You are required to keep your displays within the 6' x 6' space.

**Limited electrical outlets are available, first come first served.**

As of August 1, 2018 we are a smoke free campus. Smoking is no longer permitted on campus.

Vendors are responsible for collecting and reporting appropriate sales tax. Vendors must keep their own area clean. Trash receptacles are located throughout the building; please dispose of your own trash. Vendors are responsible for any damage caused by their display to other vendors merchandise or to customers.

Please be aware we reserve the right to bar items in bad taste or that do not meet the rules and guidelines.

Sincerely,

*Marlene Richards*

Marlene Richard, USA President

For more information please visit, [www.uhcl.edu/usa](http://www.uhcl.edu/usa) and follow us on Facebook @UHCLStaff