



VIET CULTURAL FEST 2024

Food | Cultural Games
Fun Activities | Contests

NRG CENTER, HALL E

1 NRG PARK, HOUSTON, TX 77054

10 AM - 7 PM

SATURDAY, SEPTEMBER 14, 2024



VIETCULTURALFEST.ORG

VCF PRESENTED BY VIETNAMESE CULTURE & SCIENCE ASSOCIATION

Food Vendor Sponsorship

Please consider joining the largest Vietnamese Cultural Festival as a sponsor. We have the following sponsorship levels available for your consideration.

Premier Food Booth: \$2,500

- One Standard Booth (Size 20x20)
- 5 Exhibitor Passes
- 5 General Admission Tickets,
- 5 Parking Passes

Standard Food Booth: \$1,500

- One Standard Booth (Size 10x20)
- 3 Exhibitor Passes
- 2 General Admission Tickets,
- 3 Parking Passes

QR Code For Online Payment



SPONSORSHIP/BOOTH REQUEST FORM

CONTACT PERSON:

Company Name: _____
Street Address: _____
City, State, Zip Code: _____
Phone Number: _____ Cellphone: _____
Email: _____
Signature: _____ Date: _____

Please make your check payable to “VCSA” and Memo to Viet Cultural Fest 2024 and mail it to:

VCSA
6588 Corporate Dr #368, Houston, TX 77036

PAYMENT BY:

Check | Visa | Master | Discover | American Express

Name (as appears on card): _____
Card-Number: _____
Expiration-Date: _____ Security-Code: _____
Cardholder's Address: _____
City: _____ State: _____ Zip Code: _____

For questions regarding sponsorship packages, booth reservations, or advertising, please email sales@vietculturalfest.org or call **281.933.8118**

For additional information, please visit www.VietCulturalFest.org

DEADLINE TO SUBMIT APPLICATIONS AND PAYMENT IS:
AUGUST 20, 2024

Please list all items you intend to display or sell. Items not listed or approved by the Sponsorship or Sales Committee will not be permitted to be sold nor displayed at Viet Cultural Fest.

1.
2.
3.
4.
5.

REFUND POLICY:

The event will be held indoors. **No refunds** for sponsorships, booth reservations, advertising sales will be given in the event of rain on the day of the event.

Should you need to cancel your participation, the following refunds will be issued:

CANCELLATIONS:

- 30 days before the festival, 50% refund for standard or food booth
- 15 days before the festival, 25% refund for standard or food booth
- Less than 15 days, No Refund will be issued

EXHIBITOR CHECK LIST: PLEASE INITIAL BY EACH THAT APPLIES

- Sponsorship Form

Exhibitor Description

Certificate of Insurance

Food service license

Health permit
- Resale permit

Payment Terms and Conditions

Telecomm. withSmartCity Networks

Agree To Exhibitor Guidelines

I, _____, have read and agreed to the terms and conditions that listed in the Exhibitor Guidelines.

Sponsor/ Exhibitor Signature

Date

*All payments must be received before August 31, 2024 to guarantee sponsorship or exhibitor booth space at Viet Cultural Fest.

EXHIBITOR GUIDELINES

1. EVENT DATE, TIME, AND LOCATION

- **Date:** Saturday, September 14, 2024
- **Show Time:** 10:00 am - 7:00 pm
- **Location:** NRG Center - Hall E

2. EXHIBITOR MOVE IN AND MOVE OUT TIMES

- **Move In:** Friday, September 13, 2024 from 10 am - 8 pm
- **Move Out:** Saturday, September 14, 2024 from 7 pm - 11 pm

3. CANCELLATIONS

Cancellations must be made in writing for all Exhibitors or Food booth:

- 30 Days Prior to the Event 50% Refund
- 15 Days Prior to the Event 25% Refund
- Less than 15 Days Prior to the Event: No Refunds Issued

4. LIABILITY AND REGULATION

- Viet Cultural Fest shall not be liable for any loss or damage to sponsors or exhibitors due to limited acts of nature such including lightning strike, tornado, hurricane, hail or severe wind.
- Sponsors/ Exhibitors shall be responsible for any incident and/or during the festival that is not by or of Viet Cultural Fest Houston activities and staff.
- Sponsors/ Exhibitors must follow the guidelines and all the regulations of the facility host, NRG Center, and all federal, state, and city laws including health and safety. Sponsors/ Exhibitors will be responsible for collection and reporting of sales tax as required by law.
- Viet Cultural Fest Houston has full authority to stop sponsors/ exhibitors from operating, without refund, of any activity of selling, collecting, and promoting services that violate the regulation of the facility.

- Sponsors/ Exhibitors are prohibited from selling, displaying, distributing, or using:
 - a. Alcoholic beverages and illicit drugs
 - b. Cigarettes and other forms of tobacco
 - c. Firecrackers, fireworks, or similar items
 - d. Weapons and Firearms
 - e. Vulgar, offensive, sexually explicit, or obscene materials

5. OTHER NOTES

- Exhibitors shall not share or sublease space to any other businesses.
- For all electrical, plumbing, and utility services; sponsor/exhibitor must directly contact Freeman Electrical. They are the exclusive electricity provider for NRG Center.
- Sponsors/ Exhibitors must directly contact SmartNetworks for internet usage. They are the exclusive telecommunications provider for NRG Center.
- Food Preparation and Service must follow guidelines and requirements of the City of Houston for licensing and permitting. Preparation and Cooking of food will follow guidelines from NRG Center. Only Vietnamese or ethnic food and beverages are allowed.
- Viet Cultural Fest reserves the right to remove any sponsor/ exhibitor from the festival.
- Payment must be received before the deadline to guarantee the booth at Viet Cultural Fest.

Thank you!

