

VENDOR AGREEMENT

Between _____

and Nature Discovery Center, Inc. (NDC)

For participation in NDC's **Pumpkin Patch Fall Festival**

at Russ Pittman Park, **October 17-18, 2026**

For NDC Use: Paid ____ Booth Location: _____

Needs: _____

Submit to Mwheeler@naturediscoverycenter.org

Vendor/Organization Information			
DBA:	Address, City, State, ZIP:		
Phone:	URL:		
Who is the primary contact for this agreement?			
Name:	Title:	Phone:	Email:
Who will attend the event (if different from primary contact)? If multiple, please indicate leads.			
Name:	Cell Phone:	staff /volunteer	shift:
Name:	Cell Phone:	staff /volunteer	shift:
Name:	Cell phone:	staff /volunteer	shift:
What products or experiences will be featured at this booth? Attach photos, menus, handouts, or other material as needed.			
Please List below:			
____ Vendor/Org agrees to contact NDC about any changes to my products/experiences			
Dates and time this Vendor/Org be participating in Holiday Market			
____ Saturday, October 17, 2026 11 a.m. to 4 p.m. ____ Sunday, October 18, 2026 11 a.m. to 4 p.m. ____ Both festival dates			
Setup from 10 am to 10:30 am. Setup must be complete by 10:30 am.			
Financial Arrangement with NDC			
☐ Vendor/org is a market booth and will pay a booth fee of: \$75.00 / 1 day or \$125.00 / 2 days			
☐ Vendor/org is a food truck and will pay a fee of: \$75.00 / 1 day or \$125.00 / 2 days			
☐ Vendor/org is a community partner booth. Booth is being provided as: in-kind donation or exchange (describe):			
☐ Vendor/org is also a sponsor ; payment and benefits are outlined in sponsorship form			
Material Needs			
____ Vendor/org acknowledges that booth size is not to exceed 10' x 10' unless by agreement with event organizers. Vendor/org is responsible for any chairs tables, chairs, shade, table coverings, and other materials it may need.			
☐ Vendor/org requests access to (outlet, drainage, driveway, etc.) Food Vendors only:			
Additionally Agreed			
a. Vendor/org agrees to provide a copy of relevant insurance coverage if required.			
b. Vendor/org authorizes Nature Discovery Center to obtain necessary medical treatment for its staff or volunteers in the case of illness, accident, or any emergency situation that may arise.			
c. Vendor/org agrees that in no event will Nature Discovery Center or the City of Bellaire be held liable for any injuries, accidents, illnesses or losses suffered by Vendor/org or its staff or volunteers while participating in the festival, and that Nature Discovery Center and the City of Bellaire are hereby released from all liability. Vendor/org further agrees to release, waive and covenant not to sue the Nature Discovery Center or the City of Bellaire from any causes of action, claims, suits, liabilities or demands including claims of negligence, on account of personal injury, property damage, disability, death, sickness, disease or accident of any kind, arising out of or in any way related to the use of facilities or participation in programs.			
d. Vendor/org acknowledges that it or its staff or volunteers may appear in photos taken by NDC for promotional purposes.			
NDC and vendor/org have made the following agreement not described elsewhere on this form:			

Signature: _____

Date: _____

Printed Name: _____

NDC Signature: _____

Date: _____