



Vendor Agreement Form

Henry B. Gonzalez Convention Center
San Antonio, Texas
January 28 -30, 2022

Agreement: In accepting the opportunity to participate as a vendor at the Henry B. Gonzalez Convention Center for the Alamo Classic on January 28-30, 2022, I do hereby accept the following listed conditions and limitations:

1. Use is limited to the Henry B. Gonzalez Convention Center – Exhibit Hall A. **Parking is not included.**
2. Telephone, Internet, water, electrical, and drain service will not be provided to the individual booths. Electrical service may be purchased for an additional cost in advance. If not pre-purchased and the vendor needs electricity on the day of the event, the vendor will be automatically charged to the credit card on file the \$100 fee plus an additional \$25 for on-site requests. This fee is PER electrical outlet.
3. All displays must be free-standing. Nothing may attach to the walls of the Convention Center by any means at all.
4. **Set up hours:** Thursday, Jan. 27th: 5:00 - 8:00 PM
5. **Vendor hours:** Friday, Jan. 28th: 8:00 AM - 10:00 PM
Saturday, Jan. 29th: 8:00 AM - 10:00 PM
Sunday, Jan. 30th: 8:00 AM - 10:00 PM
6. **Tear down hours:** Sunday, Jan.30th, after the competition concludes. **MUST BE OUT OF CONVENTION CENTER BY 11 PM!** Fines can occur after 11 pm if not moved out of the convention center.
7. **Signs:** Signs must be free-standing. Recommend usage of easels. Signs should not block other vendor booths. Signs may not attach to the walls or columns of the Convention Center.
8. **Insurance:** It is the sole responsibility of the vendor to obtain insurance coverage on property brought onto the premises of the Convention Center. The vendor assumes full responsibility for items left in the booths.
9. **Food and Beverage:** All foods and beverages must be purchased through the Convention Center. No outside food or beverage may be brought into the Convention Center.
10. **Payment:** Booth reservations are received with payment in advance. Booth locations will be assigned by AERIAL ATHLETICS based on the date received.
11. **Cleaning:** The vendor is responsible for cleaning the booth area and removal of bulk trash. If left unclean, removal fees will apply.

Acceptance of conditions by electronic signature.