

Participant Checklist

I understand that I must abide by all rules and regulations required by Houston First Corporation, Health Department and Fire Department. The following does not constitute all rules and regulations, but is merely a compilation of basic requirements from these departments.

Place N/A by items that do not and initial items that do pertain to you, sign and date

Food Vendor

_____ I am requesting a Temporary Food Establishment Permit. (Attach request form)

NA (For Miller Outdoor Theatre) I understand that in order to sale any food, beverage or consumable item payment of \$150.00 per 10x10 tent will be made to Aramark no later than three (3) days prior to the event. Distribution of samples will not exceed 2 oz. per sample. A sampling fee of \$200.00 per 10x10 tent will be paid to Aramark prior to the event. It is prohibited to sell or sample water, soft drinks or any other consumables that are exclusive to Aramark.

NA I understand that a concessions fee will be applicable for each booth selling or sampling consumable items. This fee will be based on a For-Profit or Non-Profit status and will be paid to Houston First Corporation. The following items _____ will be _____ sold _____ sampled. _____ Fees paid by Vendor/Exhibitor must be paid prior to start of event. _____ Fees paid by Producer/Promoter will be tallied at the end of contract.

_____ I understand that I must have potable water for cleaning and sanitizing utensils. I must have three (3) containers such as plastic buckets or plastic food containers for Washing (Soap & Water), Rinsing (Clean Water) and Sanitizing (Water & Clorox). I will use a gravity-type water dispenser such as a drink dispenser with a spout or spigot for employee hand washing. I will have hand washing soap, paper towels and a catch basin.

_____ I understand that unless suitable utensils are used to handle ready-to-eat foods, single use gloves are required for all food handlers. All food handlers will wear an effective hair restraint such as a ball cap or hair net. No hair spray or visors will be acceptable.

_____ I understand that all food, equipment and paper products must be stored at least 6 inches above the floor. Ice for consumption will remain in unopened plastic bags until ready to use.

_____ I understand that eating, drinking or smoking is not allowed in the food booth.

_____ I will be using Propane in food preparation or serving. I understand that the use of Propane or LP gas requires a propane permit from the Fire Department. A licensed propane operator, in the presence of the Fire Marshall, must connect propane.

Container size must not exceed 60lb. or (2) two 30 lb. cylinders manifolded together. Cylinders must be secured to prevent tipping over.

_____ I will be using charcoal grill or pit. I understand that all charcoal will be started with an electrical starter designed for this purpose. I cannot use liquid starters, but will use presoaked charcoal. I understand that the pit must have a cover and must be placed 10ft. from anything combustible. A metal pan constructed of a minimum of 18-gauge sheet metal shall be provided and placed under the firebox of barbeque pits to catch live coals that may fall onto the ground. The dimensions of the pan shall be such it will provide complete coverage beneath any openings under the pit firebox. I understand that I will remove all used charcoal from the premises and will not dispose of charcoal in park trashcans or containers.

_____ I understand that there must be a 3ft protective barrier to keep public away from LP-Gas and cooking surfaces including electric and charcoal cooking.

_____ I will be using sternos or other open flame items. I understand that open flame items can require a permit from the Fire Department.

_____ I understand that I must use flame retardant covering for the ground in the food preparation area.

_____ Fire extinguishers shall be in all booths using LP-Gas electrical or charcoal cooking devices. I will have a fire extinguisher with a minimum rating of 2-A, 10 B-C with a current date tag on the unit. Booths exceeding 20 feet in length will have two extinguishers as indicated above. K extinguisher will be required for deep-frying devices.

_____ I understand that I must not place any liquids in trash bins or dispose on lawn, but must provide my own container to dispose of liquids.

All Vendors, Exhibitors & Sponsors

_____ I will require electrical outlets for the following items. Please list all appliances including lights for tent, that will be used and the amount of volts or amps required.

_____ I will require continuous access to water. Reason:

_____ I understand that all tents must be securely staked or barreled for public safety.

_____ I understand that all garbage must be placed in trash bags (not provided by Houston First Corporation) and disposed of properly in trash bins or area designated by Event Coordinator for trash pickup.

_____ I understand that I must be completely set up (booth, banners) one hour before event start time. All banners must be hung in approved areas using zip ties. No tape is

to be used on walls, rails, barricades or poles. No banners, posters or advertising of any kind are to be placed on building, light poles, doors or outside areas of facility.

_____ I understand that I cannot breakdown or load out until event has ended and general public has cleared the facility. All tents, banners, inflatables, etc., must be removed immediately following the event, unless producer/promoter has paid for an additional non-event day load-out.

_____ I understand that no handbills or advertising of any kind can be posted or distributed in restrooms or public areas.

NA (For Miller Outdoor Theatre) I will be selling merchandise or services. A fee of \$150.00 per 10x10 tent will be made to Aramark no later than three (3) days prior to the event _____ Fees to Aramark will be paid by: ___ Vendor/Exhibitor ___ Producer/Promoter

NA I understand that an exhibitor fee will be applicable for each booth selling or giving away merchandise or products. This fee will be based on a For-Profit or Non-Profit status and will be paid to Houston First Corporation. The following items _____ will be _____ sold _____ Give-a-Ways. _____ Fees paid by Vendor/Exhibitor must be paid prior to start of event. _____ Fees paid by Producer/Promoter will be tallied at the end of contract.

_____ I will be displaying an inflatable of the following dimensions & descriptions.

I understand that the Houston First Corporation Event Manager must approve its location.

_____ I understand that if I am using a Gobo or any other light projection for logos or branding the projections must be on inside walls of facility and cannot be projected onto awnings into sky or onto other properties.

_____ I will be displaying _____ vehicle(s). I understand that I must place a tarp under the vehicle(s) and blocks under the tires. Gas tank must have less than five (5) gallons of gas, tank must be taped shut and battery must be disconnected.

_____ I understand that Houston First Corporation does not provide tools, water hose, water keys, ladders, extension cords or any other equipment that might be required. It is my responsibility to bring required equipment or confirm that producer/promoter will make available.

_____ I have read this entire document and initialed all items that pertain to me.

Vendor Name: _____ Contact Number: _____

Signature of Representative: _____

Printed Name of Representative: _____ Date: _____

S. Petri - As Producer/Promoter, I understand that I must abide by all rules and regulations, required by Houston First Corporation, Health Department and Fire Department. I understand that during the event, the Event Manager will determine the maximum capacity based on attendance and site map, and will advise security when gates are to be closed. I understand that sound level is 75 decibels. I, along with the sound engineer, artist, artist rep or artist sound engineer will comply with sound level as requested by Event Manager. I acknowledge that I have reviewed this document, and understand my client's confirm that all necessary permits, including those from other city or state agencies have been pulled and a copy has been given to the Event Manager. My insurance policy has been submitted to Houston First Corporation, my security and first aid personnel will be in place one half hour before my event start time and will remain in place until one half hour after the general public has cleared the venue.

Reviewed by Producer/Promoter: _____ Date: _____