



2012 Vendor Fairs

Spring: March 23, 2012 Fall: September 14, 2012
9 a.m. – 2 p.m.

Face-to-Face Interaction: The Vendor Fairs at Sun City Texas are one of our most popular events in the community! Our ballroom facility and our lobby area will transform into a hub of activity providing an opportunity for face-to-face interaction with an audience targeted for your services. Does it work? YES! – from our residents and YES! – from our returning exhibitors/participants.

Event Publicity: This event is not only a place for Sun City and surrounding communities to meet businesses that support our community, but it is one of the biggest social events at Sun City Texas and our residents love it! We feel certain that you will be pleased with their response to the Fair. We promote this event in our monthly publication, *Sun Rays*, which is distributed to over 6100 households, about 11,000 residents. The Vendor Fair will also be publicized in every other media vehicle we use here at Sun City Texas.

Registration Process:

- To participate, please complete your registration online. (See page 2 for directions.)
- Booth spaces are available first-come, first served.

Exhibition Costs:

Indoor:

- \$350 – 10' x 10' space to include one table (8 X 2 ½ feet) and two chairs – *without* electrical outlet
- \$365 – 10' x 10' space to include one table (8 X 2 ½ feet) and two chairs – *with* electrical outlet
- \$250 – "Tabletop" space to include one table (8 X 2 ½ feet) and two chairs – *without* electrical outlet
- \$265 – "Tabletop" space to include one table (8 X 2 ½ feet) and two chairs – *with* electrical outlet

Outdoor:

- \$150 – 10' x 10' space – *without* electrical outlet
- \$165 – 10' x 10' space – *with* electrical outlet
- \$110 – 10' x 10' space in circle for food service vendors only – includes electricity

Fair Set-up and Take-down:

- Fair set-up: 4 p.m. – 9 p.m. on the day prior to the fair; 7 – 8:30 a.m. on the day of the fair
- Set-up must be complete by 8:30 a.m. the day of the event.
- Take-down begins at 2 p.m. and must be complete by 4 p.m. (no early take-downs)

Important Information:

- Exhibitors are responsible for their displays including backdrops, dividers, and props.
- Tables must be covered and skirted to the floor. (Exhibitors must provide.)
- Exhibitors with electrical outlets must bring their own extension cords. (20'-30' recommended)
- By purchasing space you are acknowledging that you have read and understand the terms and conditions of fair participation. (See page 3.)

FAQ's:

- Yes, you may sell products.
- Sun City Texas Community Association does not make refunds.
- The SCT Community Association has the right to accept or reject any exhibitor at its sole discretion.
- Vendors will be on-site for purchasing lunches.
- Vendors are asked to park in remote-sites – Shuttle will be available all day.

Online Directions – How to Purchase Space at Fairs

**** Please answer all questions. There are duplicate questions asked during the registration process.**

By purchasing space in a Sun City Fair, I acknowledge that I have read and will abide by the Terms and Conditions set forth by the Sun City Community Association.

To purchase a booth:

- Go to Sun City Texas web site: <http://sctxca.org/suncity>
- Click on “tickets” icon.
- Click on the “tickets” icon again. (non-resident access)
- Click on “guest.”
- Click on the green icon “Purchase Floorspace.”
- Select whichever fair you desire from the list that appears.
- Click on “view.”
- Click on the type/cost of booth you wish to purchase.
- A diagram of booth spaces will appear.
 - Red = already sold
 - Green = available
- Click on the green space you want to purchase.
- A small dialog box will appear. Click on “select.”
- Repeat the selection process if you want an additional booth.
- When selections are complete, click on “Add to Cart.”
- **** Please answer all questions. This establishes you as a user in our ticketing system.**
- Then click on “continue” at the bottom of the page.
- **** Please answer all “Ticket Sales Questions” which may be duplicates from before.**
- Then click on “submit.”
- Select “View Shopping Cart.” You may review/edit your purchase.
- When satisfied with your order, click on “Proceed to Checkout.”
- *Summary of Charges* page: Select credit card type (Visa, MasterCard, or Discover) from the drop-down menu. Click on “continue” button.
- *Credit Card Information* page: Fill in the requested information and then click “submit payment.”
- Your credit card payment will now be processed.
- When complete, a page with two links will appear –
 - Confirmation Receipt
 - Fair Details
- Please select each link and print the documents for your records.



TERMS & CONDITIONS

Purchase of a booth is my agreement to abide by the Terms and Conditions set forth by the Sun City Community Association.

1. ASSIGNMENT OF SPACE: Assignment of space will be made based on the date on which Exhibitor makes application and full payment. Sun City Community Association reserves the right of that decision and the right to amend the floor plan or relocate exhibits at its discretion.

2. PAYMENT FOR SPACE: Applications will not be processed without payment. Exhibitors who withdraw are not eligible for a refund.

3. LIABILITY: Neither SUN CITY COMMUNITY ASSOCIATION nor its agents or representatives will be responsible for any injury, loss or damage that may occur to the Exhibitor or the Exhibitor's employees or property from any cause whatsoever. Under no circumstances will SUN CITY COMMUNITY ASSOCIATION be liable for lost profits or other incidental or consequential damages. SUN CITY COMMUNITY ASSOCIATION shall not be liable for failure to perform its obligations under this contract as a result of strikes, riots, acts of God, or any other cause beyond its control. Anyone visiting, viewing or otherwise participating in the Fair/show is deemed to be the invitee or licensee of the Exhibitor rather than the licensee of SUN CITY COMMUNITY ASSOCIATION. Exhibitor agrees to abide by existing agreements and regulations covering the use of services or labor in the convention and exhibit facility. The Exhibitor assumes full responsibility and liability for the actions of its agents, employees, or independent contractors, whether acting within or without the scope of their authority resulting directly or indirectly, or jointly from other causes which arise because of the actions or omissions of its agents, employees, or independent contractors, whether acting within or without the scope of authority. There is no other agreement or warranty between the Exhibitor and SUN CITY COMMUNITY ASSOCIATION except as set forth in this document. The rights of SUN CITY COMMUNITY ASSOCIATION under this contract shall not be deemed waived except as specifically stated in writing and signed by an authorized officer of SUN CITY COMMUNITY ASSOCIATION. This contract shall be governed by Texas State Law.

4. INSURANCE: Valuable items are the responsibility of the individual exhibitors and should be secured when the exhibits are closed. In all cases, exhibitors wishing to insure their goods must do so at their own expense.

5. RESONSIBILITY OF THE EXHIBITORS:

A. The Exhibitor is responsible for damage to property. No signs or other articles may be affixed, nailed or otherwise attached to walls, doors, etc., in such manner as to deface or damage them. Likewise, no attachments may be made to the floors by nails, screws, or any other device which would damage or mar them.

B. Exhibits must be self-contained within the exhibitor's area assigned, and neither chairs, furniture or exhibit materials are to be placed outside the booth area, nor set up in such a manner as to block any exits.

C. Exhibitors displaying equipment where there is a possibility of oil drippings or other foreign matter must provide a tarpaulin or other adequate protection to the floor or carpet.

D. Exhibitors shall abide by those rules and regulations that SUN CITY COMMUNITY ASSOCIATION may promulgate regarding the conduct of exhibitors at SUN CITY COMMUNITY Association's Fairs. Exhibitors shall conduct themselves in a professional and ethical manner at all times during the Fair. Exhibitor acknowledges that the materials displayed at booths of other exhibitors at the fair are for the use of said other exhibitors and fair attendees only, and exhibitors shall not obtain any such materials from another exhibitor's booth without the prior consent of the other exhibitor.

E. The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitor's displays, equipment and other property brought upon the premises of the Sun City and shall indemnify and hold harmless SUN CITY COMMUNITY ASSOCIATION and any authorized representative, agent or employee of the forgoing of any and all losses, damages and claims.

6. Venue: The Sun City Social Center is located at 2 Texas Drive, Bldg. A, Georgetown, TX 78633.

7. Space: Registration forms detail allotted fair/show space. Participants are limited to the space provided to them, no displays shall interrupt aisle ways.

8. OBJECTIONABLE DISPLAYS: Displays shall not be obtrusive, noisy or otherwise objectionable, nor shall they violate municipal, state or federal laws, rules or regulations, including safety codes.

9. SHIPPING: All exhibit freight, boxes and equipment must be brought to and removed from the Sun City Village Center.

10. USE OF EXHIBIT: Exhibitor shall not assign, sublet or share the space allotted without the knowledge and written consent of the SUN CITY COMMUNITY ASSOCIATION. Exhibitors must display only the goods manufactured or services rendered by that registered exhibitor in their regular course of business or described in the contract. SUN CITY COMMUNITY ASSOCIATION reserves the right to restrict exhibits which, because of noise, method of operation, materials or for any other reason become objectionable, and also to prohibit or to remove any exhibit, which, in the opinion of SUN CITY COMMUNITY ASSOCIATION, may detract from the general character of the Exposition

as a whole, or consist of products or services inconsistent with the purpose of the Exposition.

This reservation includes persons, things, conduct, printed matter, and anything of a character which SUN CITY COMMUNITY ASSOCIATION determines is objectionable. In the event of such restriction or removal, SUN CITY COMMUNITY ASSOCIATION shall not be liable for any refunds or other exhibit expenses.

11. SOUND SYSTEM: The use of sound systems is permissible, provided that the sound is not audible more than 2 feet into the aisle or into neighboring booths, and that the sound is directed into the exhibitor's booth or vertically. SUN CITY COMMUNITY ASSOCIATION shall have absolute control over the implementation of this regulation, the intent of which is that sound systems shall not be audibly objectionable to neighboring exhibitors.

12. EXHIBITOR'S PROTECTION: Firms or organizations not assigned exhibit space will not be permitted to solicit business within the exhibit area.

13. AGREEMENT OF CONDITIONS: Each exhibitor, for themselves and their employees, agrees to abide by these conditions and by subsequent amendments and additions; it being understood and agreed that the sole control of the exhibit hall rests with the SUN CITY COMMUNITY ASSOCIATION.

14. USE OF SUN CITY: By virtue of attending a Sun City event exhibitors and constituents are not associated with Sun City Texas. 'Sun City' and 'Sun City Texas' are copyrighted and cannot be used to sell services or brand products.

15. POLICY: SUN CITY TEXAS COMMUNITY ASSOCIATION reserves the right to accept or reject any vendor at its' sole discretion.

General Information

Directions

From Austin: Go north on IH35 to Georgetown, take exit 261A, stay on feeder road, and at the traffic signal turn left and go over IH-35. Go five miles on Williams Drive (RM 2338) to Sun City entrance. Turn right on Del Webb Boulevard and go about two miles. Turn right on Texas Drive and take the second left turn. This is the Social Center where the ballroom is located. Park out front and go into the lobby area.

From Temple: Go South on IH35 to Georgetown, take exit 262 and turn right at the traffic signal. Go five miles on Williams Drive (RM 2338) to the entrance of Sun City. Turn right on Del Webb Boulevard and go about two miles. Turn right on Texas Drive and take the second left turn. This is the Social Center where the ballroom is located. Park out front and go into the lobby area.