

2016 JSC Healthy Living Expo Vendor Application

We are happy to announce and accept vendor applications for our Inaugural JSC Healthy Living Expo! Please return form via email to [Evan Thoman](mailto:evan.l.thoman@nasa.gov) or fax to 281-244-0575. Vendor payment can also be made at the Gilruth Center Member Service Desk via cash, check or credit card or, you may fill out the attached credit card authorization form and return to [Evan Thoman](mailto:evan.l.thoman@nasa.gov) via email or fax. A vendor confirmation link will be provided for registration payment after your application has been approved.

Event Details:

Date: July 16, 2016

Location: 2101 NASA Parkway

Houston, TX 77586

Gilruth Center – Alamo Ballroom

Time: 9:00 a.m. – 1:00 p.m.

Fees: Free admission

Vendor Information:

To be an eligible vendor: You must provide some service that is applicable to Health & Wellness, Exercise, Sports, Community Health, Sustainable Resources, Healthy Eating/Food, Gardening or Kid Friendly.

Vendor Name: _____

Phone: _____ E-mail Address: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Would you like to donate a product/service for a raffle prize drawing? _____

If yes, what product/service are you donating? _____

2016 JSC Healthy Living Expo Vendor Fees	
Vendor Application Fee	\$20.00 (includes one 6' table)
Electricity Needed?	\$5.00
Total Fee	\$

Please note: Tables are free on a "first come, first served" basis to the first 20 registered vendors. Once our limit is met a fee of \$12.00 will be added to your vendor application total. Vendors may also bring their own table to avoid the \$12.00 table fee.

INTERESTED IN A DEMONSTRATION OR MINI SESSION?

We will be hosting fitness demonstrations as well as hosting a schedule of mini sessions (lectures/guided discussions) in the Discovery Room. These will be held during the JSC Healthy Living Expo and will be free to the public but a great way for you to spread the word about your business or product. If you are interested in leading a demo or mini-session, please contact Evan Thoman directly at evan.l.thoman@nasa.gov. Demonstrations are between 20-45 minutes in length.

Special Request: (All requests will be honored by availability) No Guarantees.

By signing, I am stating that I have read and understand the enclosed JSC Healthy Living Expo rules and regulations and agree to abide by them.

Signature: _____ Date: _____

Printed Name: _____

For more information contact:

Evan Thoman

Manager, Employee Wellness and Fitness Services

Email: evan.l.thoman@nasa.gov

281-244-2769

2016 Healthy Living Expo – Vendor Rules and Regulations

1. The JSC Healthy Living Expo will take place in the Gilruth Center Alamo Ballroom. It is intended as an opportunity for vendors to sell homemade/handmade craft items, baked goods, new products, etc.
2. All spaces are assigned and reassigned by NASA Exchange JSC personnel. Specific booth space requests are not guaranteed.
3. Booths are approximately 8'x5' area but some booths may vary in size. Chairs will be provided within each space
4. All contents including tables and displays must fit within the 8'x5' space. Table coverings and displays must be provided by vendor/participant.
5. Electricity is available for an addition charge of \$5. Extension cords will NOT be provided. Availability is limited.
6. Displays can be setup as early as 7:00 a.m. and must be completed by 8:30AM and must be completely removed by 3:00PM on the day of the event.
7. You are responsible to clean up your area after the event by removing all trash. Dumpster will be available for trash.
8. Refunds will not be given because of weather issues or because vendor cannot participate. All other rules and regulations will still apply.
9. Prohibited Items: **NO** live animals or pets, illegal and/or dangerous weapons (including knives, guns, etc.), vehicles, fundraisers, alcoholic/nonalcoholic beverages, open flames, flammable materials or material offensive to the public morality will be displayed.
10. NASA Exchange/Starport Management holds the right to make any and all determinations as the appropriateness of any item displayed. If an item is deemed inappropriate, you will be asked to remove it from public display.
11. This event is open to the public.
12. Any violation of the rules and regulations of the JSC Healthy Living Expo by the vendor/participant can/and will result in removal from the premises without a refund and/or suspension from participation in future NASA Exchange/Starport Events.
13. This contract is between the Vendor/Participant and the NASA Exchange/Starport. The U.S, its agents, instrumentalities (including the NASA Exchange - JSC) and representatives, officers and employees thereof, from any and all claims, demands, actions, debts, liabilities, and judgments, claimed on account of, or in any manner predicated upon the loss of or damage to property, or injury to, or death of any person(s), in any manner caused or contributed to by any negligent act or omission or willful and intentional act of the Vendor/Participants identified above. This agreement is for the JSC Healthy Living Expo held on **July 16, 2016**



One Time Credit Card Payment Authorization Form

Sign and complete this form to authorize the NASA Exchange – JSC, to make a onetime debit to your credit card listed below. By signing this form you give us permission to debit your account for the amount indicated on or after the indicated date. This is permission for a single transaction only, and does not provide authorization for any additional unrelated debits or credits to your account.

Please complete the information below:

I _____ authorize Starport to charge my credit card account indicated below for
(Full name)
_____ on or after _____. This payment is for _____.
(Amount) (Date)

Billing Address _____ Phone# _____

City, State, Zip _____ Email _____

Account Type: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover
Cardholder Name _____
Account Number _____
Expiration Date _____
CVV2 (3 digit number on back of Visa/MC. _____

SIGNATURE _____ DATE _____

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above, for the amount indicated above only, and is valid for one time use only. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.