



Exhibitor Application & Agreement

Armand Bayou Nature Center celebrates

Indigenous People's Day

Sunday Oct. 9th, 2022

12:00 p.m. - 4:00 p.m.

**Space is limited! Please complete and
return the exhibitor application no later than Sept. 15th, 2022.**

Mail or e-mail application:
ABNC Indigenous People's Day
PO Box 58828,
Houston, TX 77258-8828

indigenous-heritage@abnc.org

281-474-2551

www.abnc.org

Armand Bayou Nature Center (ABNC) has connected with local area Indigenous-led organizations to host an Indigenous People's Day on Sunday Oct. 9th that will celebrate the Indigenous Heritage of the land and waters we now call the Armand Bayou Nature Center, and to highlight Indigenous culture and identity through family friendly activities.

This event will be hosted as an informal fall social where participants can choose to explore the event independently or as a group. The program of scheduled activities provided for the event will include:

- Welcome and land acknowledgement;
- Special guest speakers and presentations;
- Children's games;
- Akokisa style shelter build
- Guided hikes;
- Seed-ball making;
- Interpretive talks and demonstrations that will cover replica Akokisa tools making, native plants and wildlife demos, and an interpretive talk on the coastal prairie ecology.

Throughout the day guests can join in the construction of a Akokisa-style winter home constructed of thatched palmetto. Participating guests can sign up to help at the check-in station where they will have an opportunity to practice some knots being used in the construction as well as sign a required service waiver.

Entrance fees will be waived for members of approved volunteering organizations, approved vendors and their teams, speakers, ABNC volunteers, UHCL students, and ABNC members. All others are asked to pay the regular admission fee of \$6 for adults and \$4 for children and seniors; children under 4 years of age are free.

Based on last year's numbers, we expect approximately 300-400 or more people to attend.

Exhibitor Rules

- Event hours: 12:00 pm – 4:00 pm; Please note when you plan to participate in your application.
- **Set-up must be completed by 5 p.m. on Saturday, Oct. 8 -OR- before 11:30 a.m. on Sunday.** ABNC gates will close at 5:00 p.m. on Saturday and open at 11:00 a.m. on Sunday. If you plan to set up on Saturday, be sure to let the ABNC coordinator know well in advance.
- **All vehicles must be removed from the event grounds between 11:30 a.m. until 4:30 p.m. the day of the event.** Parking will be available in a field near the event area, provided the ground is dry enough.
- **New** participants must submit a detailed description, including photos of your craft, with the registration form.
- Once the application is approved by the ABNC event coordinator & volunteer committee, **the applicant is committed to attend.**
- **Vendor Fee will be waived for the following vendors:** 1) vendors affiliated with approved participating organizations 2) vendors providing a demonstration/interpretive talk related to Indigenous culture and heritage. Space is limited. **All other vendors** must be approved by the ABNC event coordinator & volunteer committee, and must pay a vendor fee of \$55 dollars if payment is received before Sept. 22, 2022. After Sept. 15, the fee is \$75.
- Most exhibitor and vendor spaces are approximately 10' x 10'. Tables and canopies can be provided, **but must be specified on registration form.** We do not furnish chairs except in the farmhouse and the pole barn. ABNC will NOT provide additional display equipment.
- **If you plan to furnish your own tent, tarp or canopy,** please submit a photo or description of it when you register.
- Shared spaces are available: Please coordinate space sharing with the ABNC coordinator and your partnering organization/group.
- All exhibitors doing a craft demonstration are required to interpret while demonstrating their craft.
- ABNC assumes no liability for damage, loss or theft of displays.
- ABNC must pre-approve any give-away items (please list items in your application).
- NO helium balloons or "Silly String" are permitted.

- Live animals may **NOT** be sold, raffled, or given away on ABNC property.
- ABNC reserves the right to review any and all items used in demonstrations prior to confirmation.
- All exhibits with live animals must be approved by ABNC and must be able to provide a Certificate of Insurance.
- **Exhibitors must remain open until 4:00pm** on the day they are scheduled to participate. Take down cannot begin earlier than 4:00pm when the event closes. Additional exhibitor requirements and instructions will be emailed before the event date.
- There is no rain date.
- All exhibitors will be on a list with the number of booth workers specified on the application form. Those other than workers will be required to pay event gate fees unless their fees are waived. Parking will be limited. Please carpool with your group when possible. Overflow parking will not be available if the ground is wet.
- ABNC cannot guarantee access to electrical and water hookups. If you are needing such access, ABNC will consider the request when possible.
- You may bring your own food and drink.
- **Young children who accompany exhibitors must be supervised at all times.**
- Registration is **NOT** complete until all paperwork and appropriate fees are submitted. We cannot guarantee space for registrations received after **Sept. 29th, 2022.**

Commitment to Environmental Friendliness

ABNC recognizes that humans are a part of nature, and believe in the interconnectedness of all life - to each other and the web of life. We seek to implement ways to generate less waste and reduce our impact on the environment. As a part of our environmental goals, we aim to operate in as eco-friendly a way as possible. Please follow guidelines and tips below to be as green as can be!

- Avoid giveaway items that are known to harm wildlife and/or the environment (examples include balloons, straws, plastic bags.) Consider finding affordable, eco-friendly items that you can brand, like the ones found at www.ecopromotionsonline.com
- Manage your waste wisely – collect your recycling and plan for proper disposal of any waste items. If needed, ABNC can handle removal and proper disposal of a limited amount of recyclable materials (please communicate with the ABNC event coordinator on this)
- Educate the public – feel free to point out where the nearest trash cans or proper receptacles are around the picnic area and at the front admissions building, and please discourage visitors from leaving empty cups, napkins, etc. on the ground or in other inappropriate places around the event.
- Limit brochures and paper giveaways – consider taking advantage of smartphone capabilities, like creating a scannable barcode that connects visitors to your website, or using other smart devices to show off your messaging.

Calendar/Timeline

1. **Deadline for Applications:** Sept. 15th, 2022
 - a. If you are required to pay a vendor fee (see above for exemptions), payment must be received by Sept. 22 to take advantage of the \$55 fee; after that date the fee is \$75.
2. **Event Date:** Sunday, Oct. 9, 2022 12:00 am - 4:00 p.m.
3. **Day-of event set-up time:** Begins as early as 11:00 a.m. on Sun.; complete by 11:30 a.m.
 - a. Option set-up date will be Sat. Oct. 8 by 5pm.
4. **Day-of event take-down time:** 4:00 p.m., must finish take-down by 6:00 p.m.;
 - a. Cars are not allowed in the event areas until 4:30 p.m. for safety.

APPLICATION & AGREEMENT

Exhibiting Organization/Company: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Tribal Affiliation or Membership ID: _____

Email: **(please print clearly)** _____

Craft, demonstration or entertainment: _____

I will need the following equipment/facilities:

_____ # of 6' table(s)

_____ # of bench(s) (Note: ABNC does not furnish chairs.)

_____ Other: _____

_____ **Number of people working at your activity** (Include yourself)

Entertainers: What hours do you wish to perform? Please circle: 1:00 2:00 3:00

If you have any questions, please call us at 281-474-2551 or email us at indigenous-heritage@abnc.org.

***** Forms must be returned by Sept. 29, 2022 to confirm space at the event *****

Payment must be received by Sept. 22, 2022 to take advantage of the \$55 fee; after that the fee is \$75.

AGREEMENT

1. The above-named vendor agrees not to be an employee of Armand Bayou Nature Center or the American Indian Center of Houston. Vendors are responsible for all obligations, including the payment of a vendor's fee if applicable, and income taxes and other taxes on the fees earned at the Indigenous People's Day event hosted by Armand Bayou Nature Center.
2. Furthermore, Armand Bayou Nature Center shall not be liable for any problems or damage to the vendor's equipment or supplies. Vendors are solely responsible for the visiting public's safety as it interacts with the vendor's activity, especially if it involves animals.

Signed and agreed by:

Vendor

Date

ABNC Representative