

**ALAMO HEIGHTS NIGHT®  
RADIO/TV STATION AGREEMENT 2016**

On behalf of \_\_\_\_\_, (name of radio/TV stations), I \_\_\_\_\_, (name of organization representative) commit to sponsoring a booth/activity featuring:

\_\_\_\_\_ (name of activity) at the Alamo Heights Rotary Club "Alamo Heights Night®" festival on Friday, April 15, 2016 from 5:30 p.m. until 11:30 p.m. at the University of the Incarnate Word, 4301 Broadway, San Antonio, TX 78209).

No deposit is required for this agreement.

I understand that my organization is responsible for complying with all of the guidelines in the two pages of **Responsibilities and Guidelines, Alamo Heights Night® 2016**, that are a part of this application/agreement and that our participation is not confirmed until notified by Alamo Heights Night® LLC.

I need \_\_\_\_\_ passes to accommodate entrance of my booth personnel. 110 volt electric power will be provided unless other arrangements are specified. 110 volt electric power will fill our needs /\_\_\_/YES /\_\_\_/NO. TOTAL AMPS \_\_\_\_\_ I have the following special electrical requirements (please specify voltage, amperage, phasing, etc):

\_\_\_\_\_  
—  
\_\_\_\_\_

Please indicate any special desires as to the location of your booth (every effort will be made to situate you in the location you desire):

\_\_\_\_\_  
\_\_\_\_\_

I have these other special needs (include number of tickets you would like for on air promotions before the event):

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Organization Activity Point of Contact\*: \_\_\_\_\_ Phone\*: \_\_\_\_\_

Address\* \_\_\_\_\_

FAX\* \_\_\_\_\_ Email\* \_\_\_\_\_

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**\*PLEASE PRINT LEGIBLY AND FILL IN ALL CONTACT INFORMATION**

## **Responsibilities and Guidelines, Alamo Heights Night® 2016**

**In submitting a station application/agreement, you are accepting responsibility for complying with the following vendor responsibilities and guidelines. This application only applies to stations with an on site presence at the AHN 2016 event.**

**BOOTHS:** We provide an 8'x8' booth (a second booth is authorized if arranged ahead of time and space allows), enough space outside the booth, a light, and a location to connect your power. Stations desiring to use their own "booth/tent" must obtain permission prior to the event to insure sufficient space is available. Stations are expected to provide all necessary equipment and manpower needed. Stations need to bring their own extension cords, chairs, tables, etc. Please note that the tables and chairs seen at the event site are paid for and brought to the site by the Rotary Club for use in Rotary Club run activities and for event attendees. They are not to be used by stations in/around their booth/space. Stations are not authorized to use any loudspeakers, megaphones or other noise or sound enhancing equipment in the Alamo Heights Night® area to entice/entertain customers or advertise their product/service. Stations are expected to attractively decorate their booth. All booth preparations must be completed and ready **prior to 3:00 p.m.**

**April 15.** This time must be enforced to ensure the safety and success of the event and to permit appropriate Health and Fire Department inspections. Booths not prepared by 3:00 p.m. may be unable to participate in the event. **Stations are authorized to sell or give away only those items/activities previously agreed to and are not authorized to sell or give away any beverages or other items. Contact Rick Berchin, 210-824-2462 to make any arrangements.**

**ELECTRICAL CONNECTIONS:** Electric wiring and outlet boxes will be installed by electricians hired by the Alamo Heights Night® LLC. Stations may connect approved electric appliances/equipment to these outlet boxes only with UL or approved commercial outdoor wiring. All appliances must be properly grounded and may not exceed a total of 15 amps per outlet without prior approval. **If you require anything other than a 110/120 circuit with 15 amps and standard electric outlet, you must inform us of the specific requirements no later than April 10.** All appliances and connections must comply with all applicable San Antonio electrical codes. **All electrical wiring and connections will be inspected and tagged by AHN electricians prior to any station using their electrical appliances/equipment at the AHN event site.** Stations will not be permitted to use any electrical equipment that has not been inspected and approved. Stations will be assessed a minimum of \$25 plus materials for any work required to assist them in upgrading their electric capability to meet safety standards during AHN. We expect to be inspected by city electric inspectors to insure compliance with applicable codes.

-String wire is not allowed.

-Metal cord caps are not allowed.

-Lights in booths must be in safe and operational condition.

-A minimum charge of \$25 plus materials will be assessed for electrical upgrades that are required as a result of vendors that need additional electrical power or special connections over and above what they specify they need on the application/agreement to participate in the event.

-Electrical connections may not be moved or modified by stations after approval by the AHN electricians.

**VEHICLES:** While setting up, please **do not park in front of ANY SPACE OR BOOTH other than your own assigned space/booth. Place a paper on the dashboard visible through the window with the mobile phone number of the driver. That number will be called before a vehicle is towed for being in a location that impedes traffic. All vehicles must be out of the area by 4 PM. VEHICLES REMAINING IN THE AREA AFTER THAT TIME ARE**

**SUBJECT TO POLICE TICKETING and towing.** Stations are not permitted to operate from their vehicles inside the event site. There will be extremely limited parking in the vicinity of the grounds. We will provide **one** parking space for station vehicles in a designated event parking area. The station parking lot will be the Ancira multi level parking garage adjacent to the UIW International Center on the hill at Hwy 281 and Hildebrand Ave. A station parking pass will be provided. **Please provide detailed description and measurements of any vehicle/trailer that will not fit in a standard parking space so another location can be identified.** You are encouraged to use area parking and the park and ride busses for workers. See separate list of park and ride locations on our web site ([www.alamoheightsnight.org](http://www.alamoheightsnight.org)). The event closes at 11:30 pm. Vehicles will not be permitted into the site until after all participants (other than workers) have departed.

**SANITATION:** You may not give away or sell any food or drink items.

**FIRE:** All stations must meet the appropriate City of San Antonio requirements for fire safety including on site availability of appropriate fire extinguishers. **If you will be using any heat for any purpose, you must have a fire extinguisher in your booth. Stations will be inspected by a City Fire Inspector. See city codes for requirements.**

**WORKER PASSES:** Anyone entering the event site and remaining after 5 pm will require a worker pass (wrist band) or pay for admission. The number of passes stations require must be included on their application. They will be provided approximately one week prior to the event. Special arrangements can be made for stations that require continuous access to bring refill items to their booth location.

**CLEAN UP:** Stations must insure that they clean up their area completely and either take unwanted items with them or dispose of it in the garbage dumpsters or other collection containers on site.

**LIABILITY INSURANCE:** Stations are required to maintain appropriate liability insurance and name the Alamo Heights Night LLC, Alamo Heights Rotary Club, Rotary International, the University of the Incarnate Word, the Village of Incarnate Word Retirement Center and the Sisters of Charity of the Incarnate Word as additional insured parties. Please have a copy of the insurance certificate with these additional insured names sent to the Alamo Heights Night LLC, PO Box 6995, San Antonio, TX 78209, e-mailed to: [info@creativechocolates.com](mailto:info@creativechocolates.com), **prior to April 8, 2016.** If appropriate insurance certificates are not received, the AHNLLC will purchase an acceptable policy and bill the station for the cost.

**PURPOSE:** The primary purposes of radio and TV station participation at the event site are to promote the event and its participants including the radio/TV stations. It is not to promote the advertisers of the radio/TV stations (except those actual also participating in the event)

**APPLICATION/AGREEMENT SUBMISSION:** A completed application/agreement may be mailed to Alamo Heights Night LLC, POB 6995, San Antonio, TX 78209, or e-mailed to: [info@creativechocolates.com](mailto:info@creativechocolates.com).