

Vendor Agreement

ORGANIZATION: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NUMBER: _____

Application and full payment is due by _____

The requested information is necessary to prepare a layout map. Please return the application for a screening of your commodities in order to avoid excess duplications of food, drinks, etc.

All applicants with trailers are requested to be at _____ for pre-line up on {Specify Date} between _____ a.m./p.m. and _____ a.m./p.m.

You are responsible for bringing extension cords, water hoses, Tarps, ropes, cords, staple guns, tie wraps. Please bring garbage bags for cleaning up your area. We thank you for your cooperation in trying to help our city employees with their time and services to our festival.

Applicants who are renting spaces will be allowed in the booth area after _____ a.m./p.m. on {day of the week, date}.

Please sign and return this form indicating your understanding of the application with payment. A minimum deposit of \$50.00 will guarantee placement at the festival. All spaces are allocated on a first come, first serve basis.

Please submit vendibles or itemize in space provided.

Trailer: _____ ft. (Total length including hitch, generator, window awnings and any openings or extensions that may exceed length of spaces provided)

Please indicate if you need electricity: Y___ N___

Please indicate if you need water: Y___ N___

How many electrical outlets needed? _____ 110v _____ Amp Brks

_____ 220v _____ Amp Brks

(Example: 3 110v 30 Amp Brks)

COMMERCIAL RATE

Spaces: (Indicate no. of spaces)

Single (8ft x 8ft) _____ \$200.00

Double (8ft x 16ft) _____ \$300.00

Triple (8ft x 24ft) _____ \$350.00

NON-PROFIT ORGANIZATIONS

Spaces: (Indicate no. of spaces)

Single (8ft x 8ft) _____ \$100.00

Double (8ft x 16ft) _____ \$200.00

Agreement

If I choose to submit an early deposit, the remaining disbursement will be sent by {Insert deadline date} for all space(s) or booth(s). I further understand that my deposit will be sacrificed if I fail to contact the {insert name of festival or fair} and honoring this contract by returning this application by the established deadline. The {insert name of festival or fair} reserves the right to make any changes to this agreement with proper notification to my business. I _____ have read this application attesting our establishment has made an advance of \$_____.00 (Check #_____).

Remaining payment of \$_____.00 is due by {insert deadline date}

Signature of Agent for Business: _____

Remit to: {Name and Address of Festival