

25th Annual Festival!

VENDOR/BUSINESS APPLICATION/CONTRACT FOR SPACE

September 25, 2010 - Katherine Rose Memorial Park – Mansfield, TX

2010

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For Office Use Only:

Date Rcd: _____

Check or CC: _____

Check #: _____

Amount: _____



VENDOR / BUSINESS APPLICANT INFORMATION:

Company or Organization Name _____

Contact Name _____

Contact Phone # _____

Contact Email Address _____

I prefer to be contacted via: Phone Email

My Booth Will be a (check one):

- Vendor Booth** – Describe what you will be selling: _____

NOTE: It is not the responsibility of the Festival organizers to ensure that you are compliant with your organization's rules on participating in festivals. If restrictions apply to participating with other vendors at a festival, YOU must be the one to ask if there are other similar vendors at the festival. No refunds will be given for this reason.

- Business Booth** – This festival is NOT a business expo. Participating business booths are **required** to have a "festival-friendly" game or activity for children. Describe the activity or game you will be offering: _____

BOOTH INFORMATION:

- Prime Space** -front of park (LIMITED spaces available)
- \$250 for a 12 x 12 spot
 - \$500 for a double spot
- Mid-Prime Space** - (LIMITED spaces available)
- \$200 for a 12 x 12 spot
 - \$400 for a double spot
- Basic Space** – rear of park
- \$175 for a 10 x 10 spot
 - (NON-PROFIT RATE: \$100)

Electricity:

- I will require electricity – single booth \$50
- I will require electricity – double booth \$75

BILLING SUMMARY:

Booth: \$ _____

Electricity: \$ _____

\$50 LATE FEE:
(After Aug 1) \$ _____

Total Due **TODAY:** \$ _____

NOTE: Full payment is due with application. Application without payment will not be processed. **It is the responsibility of the applicant to confirm receipt of application.**

PAYMENT INFORMATION: (please circle one) Credit Card _____ Check - # _____

Credit Card # _____

Name on Card: _____

Expiration Date: _____ CSC # (on back) _____

Signature: _____

TERMS AND CONDITIONS:

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Booth Assignments:

- Space requests:** Booth assignments are made by the Pecan festival organizers. Specific booths are not available for "rental", nor will space be guaranteed from year to year.
- Sharing space:** Sharing of booth space is not permitted. Each vendor must have his/her own space.
- Non-Profits:** Non-profits wishing to have spaces other than a Basic Space must pay full rate.
- Environment:** This event is an outdoor event. Some spots are on uneven terrain and may be either on concrete or on grass. Come prepared.

Booth Set-up/Tear-down:

- Booth provisions:** Vendors are provided space ONLY. All vendors are responsible for providing tents/tables, chairs, etc. A recommended vendor is Rental Stop (www.RentalStops.com 972-336-0059)
- Set-up/Tear-down hours:** Vendors are required to be set-up by 8 am on Saturday, September 25. The park will be available for set-up beginning at noon on Friday, September 24.
- Disqualification:** Tear-down prior to the end of the festival (6 pm on Saturday, September 25) will disqualify a vendor for participation the following year.
- Security:** While limited security is provided, the festival assumes no responsibility for equipment or merchandise.

Booth Activity:

- Selling water:** Water may not be GIVEN away by any vendor; however, vendors may purchase water from the Chamber for \$1/bottle and re-sell it for \$2/bottle.
- Loud Noise:** Vendors may NOT play music, operate a karaoke machine or use a microphone without prior written consent. All sound must be played at such a volume as to remain within the area the vendor has been assigned.
- Localized Selling:** Neither Vendors nor their assigned agents may leave their booth area when conducting business – vendors may not shout out to passers-by, may not leave their booth unattended nor may they stroll the festival area to solicit businesses. **Violators will be asked to leave the festival immediately.**

Parking and Loading/Unloading:

- Saturday Loading/Unloading:** Each vendor will receive a parking pass to unload prior to the festival.
- Saturday Parking:** Vehicles must be moved to off-site parking during festival hours. **NO EXCEPTIONS. VIOLATORS WILL BE TOWED AT OWNER'S EXPENSE.**

Vendor Responsibilities:

- Liability:** Each vendor is encouraged to carry General Liability Insurance.
- Sales Tax:** Each vendor is responsible for collecting their own sales tax.

Refunds:

- 75%:** - cancellations received in writing prior to August 15, 2010
- 50%:** - cancellations received in writing prior to September 1, 2010
- 25%:** - cancellations received in writing prior to September 15, 2010
- 0%:** - NO REFUNDS AFTER September 15, 2010

ACKNOWLEDGEMENT OF TERMS: By signing below, I agree to the terms and conditions of operating as a vendor or exhibitor of the Pecan Festival – these terms may be given to me in writing, verbally, or electronically. I release and forever discharge the Mansfield Area Chamber of Commerce and all sponsors, volunteer, and agents from any personal liability, claims, loss or damage arising from my participation in the Mansfield Pecan Festival.

Applicant's Signature: _____ Date: _____

MAIL forms with payment to: Mansfield Area Chamber of Commerce, 114 North Main Street, Mansfield, Texas 76063 ATTN: Pecan Festival Vendors
FAX forms to: 817-473-8687 ATTN: Pecan Festival Vendors

QUESTIONS? Call 817-473-0507 or email Sarah@MansfieldChamber.org