



## 2018 Vendor Booth Contract

NAME: \_\_\_\_\_ BUSINESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

DESCRIPTION OF ITEMS BEING SOLD: \_\_\_\_\_

**Please Mark:**

- Single Booth Space: \$100.00 *(includes one 6ft table w/ 2 chairs & 3 minute production promotion)*
- Double Booth Space: \$150.00 *(includes two 6ft tables w/ 2 chairs & 5 minute production promotion)*
- Electrical Outlet: \$25.00

***\*\*Please remit payment with this form to the Flint Hills Volunteer Center at the address listed below\*\****

**Terms and Conditions:**

- Payment must be received with this form to the Flint Hills Volunteer Center no later than July 31, 2018
- Vendors will be required to offer one of their items up for sale for a giveaway during the event
- All space is on a first come, first served basis and will be opened to new Vendors beginning August 1, 2018.
- Only one vendor of each business will be allowed, these businesses include but are not limited to LuLaRoe, Lipsense, Jamberry, ThirtyOne, etc. FOT Committee reserves the right to select vendors.
- Set up time will be 3:00 PM – 4:30 PM on Wednesday, November 28, 2018. *(Vendors will be allowed to eat between 4:30 PM – 4:45 PM)*
- Unless agreed to by FOT Committee, all booths are to remain open from 5:00 PM – 8:00 PM and vendor cannot begin tear down prior to 8:00 PM.
- Vendors are required to be completely self-sufficient with regards to booth setup and tear down.
- Vendors are not allowed to hang or attach any item to the walls.
- Vendor booths are to have someone operating them at all times (with exception of product promotional time)
- Food and beverage items must be approved ahead of time by FOT Committee.
- No more than 2 people allowed at a booth.

By signing below, I acknowledge that I have read and understood this application, and agree to abide by all the rules. I understand that violations may result in ejection from the event. I understand that Flint Hills Volunteer Center and the Hilton Garden Inn, along with any paid personnel and volunteers of the event, are in no way responsible for any loss, damage to property, or personal injury of any kind, and I hereby release those entities and individuals from any liability connected to my participation in the event.

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_