

2010 Island City Festival

Vendor Space Agreement

WHEN: Friday July 23 & Saturday July 24, 2010
WHERE: Downtown Plainwell
TIME: Display Times – 10am to Dusk
ENTRY FEE: \$80 per space (2 days or \$60 per space 1 day)
Non-profit Organizations half price
20% discount for Plainwell Businesses
Includes Plainwell Arts Council Membership with rental

Please remit the form and payment to the
Plainwell Arts Council
PO Box 383
Plainwell, MI 49080
By Friday June 25, 2010

The Plainwell Arts Council (Festival Organizer) and the individual/Organization described in Article 1 Paragraph 1 (Vendor) agree that subject to the terms and conditions of this agreement, Vendor shall sell only the products specified and approved in Article 1, Paragraph 3 at the Island City Festival which the Plainwell Arts Council coordinates in Plainwell, Michigan between the dates July 23-24, 2010.

Contact Name _____

Organization Name _____

Address _____

Telephone Number _____

Email _____

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Article I

Vendor and Products

Individual / Organization Name _____

Address _____

Telephone Number _____

Insurance Carrier _____

Policy Number _____ Exp Date _____

Address _____

Liability Limit _____

Sales Tax Number _____

Description of Products and Prices if applicable *(Menu or product list may be attached)*

Use of electric Yes No

Number of Outlets _____ AMPS _____ Voltage _____

Use of open flame Yes No

Charcoal _____ Propane _____

Use of Water Yes No

Vendor space is approximately 10x10. You may request more space at an additional cost. Please indicate the size of area needed. _____

Vendors Please Note: If your booth is "informational" we suggest that you have an activity at your area. (Examples: games, drawings, balloons, handouts, ect.) This engages attendees and gives you an opportunity to speak with people who may otherwise pass your booth. We try to have a variety of these activities so that we do not have several booths performing the same activity, which would defeat the purpose of the activity and diminish the patron response you would receive. Therefore, please note in the line below what activity you are planning, and please have an alternative idea should you the second person to plan this activity. We will contact you should this happen.

1st Activity Choice _____

Alternate Activity Choice _____

We would contact you in the event that the alternate will need to be used.

Article II

Terms & Conditions

This agreement must be completed and signed by Vendor and returned to the Plainwell Arts Council with full payment, on or before Friday June 25, 2010. Agreement will not be effective until accepted and signed by the Festival Organizational Committee.

- Vendor agrees to remit to the Plainwell Arts Council a fee per booth as stated in the first page. After July 1, 2010 no refunds will be made upon acceptance of the Plainwell Arts Council except for extenuating circumstances.
- Display hours are from 10am to 10pm on both July 23rd and July 24th, 2010.
- Vendor will not begin to set up in assigned space before 7am on Friday and will remove all items at close of festival.
- Vendor is responsible for providing their own tables, tents and chairs, ect. Booths must be set back at least 3 feet from sidewalk.
- Vendor agrees to sell only those products listed and which are approved by the Island City Festival on page 2 of this agreement.
- Vendor is responsible for supplying 200 ft of electrical cord if electricity is needed and/or 200 ft. of hose if water is needed.
- If applicable, Vendor must obtain food and beverage vending license(s) in accordance with regulation of the Allegan County Health Department prior to set up.
- Vendor is responsible for cleaning its area during display hours and before final departure. Garbage must be bagged and placed in dumpster designated for festival use.
- Vendor agrees to hold the Plainwell Arts Council, its agents and volunteers, the City of Plainwell, its agents and volunteers and all other concerned free from any and all liability.
- Vendor agrees to abide by all rules stated or implied above.

Article III

Festival Organizer reserves the absolute right to terminate the agreement if the Vendor sells or attempts to sell any product or service other than those specified in Article I, Paragraph 3 or breaches any of the regulations for the Island City Festival. In the event the Plainwell Arts Council terminates this agreement pursuant to the Paragraph, Vendor shall (1) immediately cease any activities, remove all equipment, personnel and other property from the festival and (2) forfeits any fees paid to the Plainwell Arts Council hereunder.

All spaces will be assigned at check in on Friday by the Festival Coordinator or Committee. If you were a Vendor in last year's Festival and would like to have the same location, please indicate that on your form. The Committee cannot guarantee that you will have this granted but will work with your request.

Signature: _____ Date _____
Vendor

Signature: _____ Date _____
Festival Organizer