

BOOTH RULES

Please Read Carefully

The above applicant, hereby referred to as the Exhibitor, agrees to lease space for Downtown Friday's, which will take place every Friday 5pm to 8pm, Starting March 31st between Main and Cook Street on Broadway in the Town Center West parking lot.

1. Exhibitor is leasing booth space from the Producer, in the form of 10ft x 10ft area, to be assigned at the discretion of the Producer. **The booth space is provided by the Exhibitor and must be self contained.** Exhibitor understands that the Producer does not provide water, electricity, tables, Pop ups or chairs. **ALL VENDORS MUST HAVE A POP UP.**
2. Exhibitor agrees to accept, use, and pay for the exhibit space as listed above. Exhibitor agrees not to sublet, or apportion space to anyone else and abide by all rules and conditions in this agreement, as well as City, & County rules and regulations.
3. All agreements and payments are due by March 1st, 2017. Acceptable forms of payment are cash, check, MasterCard, or Visa.
4. Exhibitor agrees to accept the assigned space. Exhibitor will be notified of assigned space no later than March 30th, 2017.
5. Exhibitors will limit vehicles brought to the event, to one vehicle. Exhibitor will staff their booths from 5pm to 8pm. Exhibitors are responsible for the delivery, handling, setup, and removal of their own displays. Exhibitors must set up their booths from 3pm to 4:45pm and be **READY no later than 4:45pm each Friday.** All vehicles must be off the event path and in the parking lot **by 4:45pm.** All booths must be broken down and removed from the area by 9pm. **Each vendor is required to remove their trash, and leave their area clean or a \$25 Cleaning Fee will be applied.**
6. Exhibitors who come in after 4:40pm to set up will have to park and walk their booth in. **All booths must stay until the event is OVER – No Earlier than 8pm.** If this happens more than once Vendor will be permanently removed from future events.

7. **Each Food** vendor is required to provide two, twenty gallon, trash containers, and remove such trash at the end of the event.
8. Producer does not represent or guarantee product or service exclusivity to the vendors.
9. Vendors are responsible for their own registers and sales taxes.
10. Producer is staging a family event, and Vendors shall ensure that their product or service is appropriate for the entire family. Drugs, knives, firearms, or drug paraphernalia may not be sold, promoted, or demonstrated.
11. There are no cancellations or refunds after March 1st, 2017.
12. Vendors are not allowed to hand fliers, brochures, coupons etc outside of vendor space.
13. Any person or entity utilizing the Downtown Friday's to promote its business, service, or sell products without a prior vendor agreement and corresponding payment, will be charged a marketing fee of \$1,500.
14. Credit may be issued if approved participant **cancels within 48 hours (By no later than 6am Thursday)** by contacting the office and requesting a credit. No credits will be issued for no-shows or late cancellations. **If a Vendor no shows 2 times without a minimum of 48 hour notice they will be permanently removed from future events. No refunds will be issued in any case.**
15. In the instance of rain or inclement weather, the Event Coordinator will decide whether or not to cancel by 2PM of that event day. It is the participant's responsibility to contact the Event Coordinator to find out if it is cancelled, a rain credit will be given to participants signed up for that night. **No rain credits will be given unless the Coordinator has given the official call. A participant who chooses to not participate when a rain call has not been made will not be issued a rain credit.**