



VENDOR CONTRACT

Date of Event: Saturday, December 2, 2017

Time: 10am – 4pm

Location: Downtown Lancaster, SC

Performing Arts Event Coordinator: April A. Joplin

Email: ajoplin@lancastercitysc.com

Website: www.lancastercitysc.com/performingarts

Phone: 803-289-1494

1. **Contact Name:** _____
(First, Last)

2. **Company/Vendor Name:** _____

3. **Address:** _____
(Street, City, Zip code)

Work Ph: _____ **Home Ph:** _____ **Cell:** _____

Email: _____

Website: _____

List of items for sale (Please note that all items sold must be listed below).

4. **Booth Price: \$25.00 – Payment due by Friday, November 17, 2017.** All checks should be made payable to City of Lancaster and must accompany the application to guarantee booth rental.

5. **Electricity:** The vendor is responsible for providing their own power source.

6. **Booth Size:** Booths occupy a space of 10 feet x 10 feet (100 square feet). Vendor must provide signage of items sold.

7. **IT IS MANDATORY THAT ALL VENDORS ABIDE BY THE FOLLOWING RULES:**

A. Vendors are allowed to sell all legally approved items. Sales tax must be included on all items sold.

B. Vendors must be on site no later than 9:00 am on Saturday, December 2, 2016 and ready for business by 9:45 am.

- C. It is the sole responsibility of each Vendor to keep his/her booth and its surrounding area clean. Vendors are required to bring their own garbage receptacles and garbage bags.
- D. Only items listed on this Vendor Contract, and which are approved by the Event Coordinator, are allowed to be sold. Vendors who breach this Contract will be removed from the event.
- E. Event Guidelines will be strictly monitored.
- F. Vendor will be *solely* responsible for the security and safety of Vendor’s cash, coupons, equipment, goods, inventory, supplies, or other property.
- G. *Vendor* must occupy the space which is assigned. No subletting of booths is allowed. Booths must be placed within Vendor’s assigned number for the space.
- H. Vendor and all employees must be properly attired at all times. All health regulations will be enforced.
- I. NO REFUNDS of any kind will be made within seven (7) days of the event.

If Vendor violates event regulations, one (1) warning will be issued; and if more violations occur, Vender will be removed from the event site by local or state police agency, without refund.

- 8. **Force Majeure:** The City of Lancaster, See Lancaster, or Lancaster Performing Arts is in no way responsible or liable for personal adversity or any acts of God.
- 9. **Indemnification:** I/We (Vendor Name) _____, the Vendor, hereby agree to indemnify and hold harmless the City of Lancaster/Lancaster Performing Arts for any injuries, loss, or damage to individuals or property, resulting from my/our selling of products, or as a result of my/our participation in the event. In addition, I /we, the Vendor, agree to abide by the Event Guidelines stated herein, at risk of being removed from the event site by the state or local police agencies.

All Food Vendors should maintain at least \$500,000 product liability insurance and provide a copy of the form with the ‘City of Lancaster’ listed on the form.

Signed: _____

Signed: _____

Date: _____

Date: _____

Please sign and return with payment via email to: ajoplin@lancastercitysc.com or mail to:

**WBP – April A Joplin
PO Box 1149
Lancaster, SC 29721**

**Please keep a copy of this form for your records.
*Booth location and information will be emailed prior to the event.**