



# **CHRISTMAS BAZAAR VENDOR CONTRACT**

**Date of Event:** Saturday, December 3, 2022  
**Time:** 9am – 5pm  
**Location:** City Hall Parking Lot  
**Event Manager:** Lisa Roddey  
**Email:** [events@lancastercitysc.com](mailto:events@lancastercitysc.com)  
**Website:** [www.lancastercitysc.com](http://www.lancastercitysc.com)  
**Phone:** 980-328-1897

1. **Contact Name:** \_\_\_\_\_  
*(First, Last)*

2. **Company/Vendor Name:** \_\_\_\_\_

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

**Work Ph:** \_\_\_\_\_ **Home Ph:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**Outdoors** (Food Vendors must be outdoors)

Food Vendors must have the following: General Liability Insurance (City additionally insured), Menu, Pictures of food products and booth. Please make sure you indicated which side your trailer door is on.

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

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4. **Booth Price: \$25.00 – Payment due by Friday, November 18, 2022.** 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. All generators must be noise reduction.

6. **Booth Size:** Booths occupy a space of 10 feet x 10 feet (100 square feet). Vendor is required to 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 8:00 am on Saturday, December 3, 2022 and ready for business by 8:45 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. They must be emptied in dumpster at end of event.
- D. Only items listed on this Vendor Contract, and which are approved by the Event Manager, 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, change, 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.
- J. Anyone cooking must have a working/current fire extinguisher- minimum 2A:20BC Rating.
- K. All vendors must report to the Department of Revenue.

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

- 8. **Force Majeure:** The City of Lancaster, See Lancaster, 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/See Lancaster 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 a Million Dollar general liability insurance and provide a copy of the form with the 'City of Lancaster' listed on the form.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Please sign and return with payment via email to: [events@lancastercitysc.com](mailto:events@lancastercitysc.com) or mail to:

Christmas Bazaar – Events and Festivals  
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.***