

# Vendor Concession Contract

The Parties to this contract are Parks and Recreation (hereafter "host") and \_\_\_\_\_ (hereafter "vendor")

Whereas host is holding an event known as McCurdy Festival (event title)  
to occur at McCurdy Park Corunna, MI (venue name/location)

The dates for this event are Thursday September 28th open to set up all day

Friday September 29th 4:00pm-8:00pm

Saturday September 30th 10:00am-8:00pm

Sunday October 1st 12:00pm-6:00pm

Whereas, vendor desires to vend \_\_\_\_\_ (business name) at the during said event and whereas vendor has paid host the sum of \$50 for and outdoor space or \$65 for and indoor space (these spaces are limited) for a license to vend at and during said event.

Therefore, the parties agree as follows:

1. Vendor's shall have access to the location agreed upon by the parties no less than 1 hour before the event's commencement for the purpose of setting up vendor's station, goods, and other things necessary and reasonable to vending at the location. \_\_\_\_\_
2. Vendor shall be present and set up no less than 30 minutes before start time of the event or host may deny your participation in said event. No refund will be given for the event. If an unforeseen problem has arose please contact host before the event start time to make arrangements. \_\_\_\_\_
3. Vendor shall not vend any goods or services other than those described herein at the event without the host's written consent. \_\_\_\_\_
4. Vendor's cannot share tables with vendor's of other companies. Most direct sales companies do not allow this and we will not allow our vendor's to go against company policy. We also will not allow mixing of direct sales and crafts at the same table unless you have purchased two separate spots to do so. If you have a question on your space please ask before you arrive to the event. \_\_\_\_\_
5. Vendor's locations will be approximately 10x10 and will be marked out for you. You will receive your number placement before the day of the event. Your station

shall be clean and orderly and shall comply with all applicable laws and regulations. \_\_\_\_\_

6. Vendor spots are on a first come first serve basis. Payment is to be paid in full at the time this contract has been signed and agreed upon. If payment and contract have not been received in a timely manner we will move onto the next in line. \_\_\_\_\_
7. Vendor and said vendor's staff shall be clothed and groomed in a clean, neat, and modest fashion and shall conduct themselves in an orderly manner. If vendor is not in compliance and refuses to change vendor and or said staff forfeits their booth and will be removed from the event. No refund will be given. \_\_\_\_\_
8. Vendor hereby agrees to indemnify and hold harmless the host against any damages, theft, or claims that may arise in connection with vendor's presence at the event and vendor's activities of any kind. \_\_\_\_\_
9. VENDOR FEE IS NON REFUNDABLE unless extenuating circumstances are spoke of and agreed upon in written form by vendor and host. \_\_\_\_\_
10. Vendor's will have an assigned parking area and will receive a pass. If you require handicap parking you need to provide us with a copy of your permit or license number prior to the event so we can provide you with a handicap vendor pass. Vendors will be allowed to drive up to your assigned spot to unload and load ONLY before and after vending times. No vehicles will be allowed through the vendor areas at any time the craft show is open. No vehicles are allowed to be parked next to or behind your booth. \_\_\_\_\_
11. This is an outdoor event. You are responsible for supplying your own table, chairs, and tent/canopy if you want one. \_\_\_\_\_
12. You are free to leave your items set up in your spot overnight if you wish but we are not responsible for any theft or damage that may occur. You are responsible for labeling all extension cords, etc that you are using for your booth. \_\_\_\_\_

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

Vendor Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Type of vendor and description \_\_\_\_\_

\_\_\_\_\_

Days attending \_\_\_\_\_

Please list any other parties who will be held responsible for vending and/or payment to your station shall be listed below:

\_\_\_\_\_

\_\_\_\_\_

If you have any special requests i.e. electricity please note them below and we will do our best to accommodate what we can. You will need to supply your own extension cords.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please return payment and contract to Corunna City Hall/McCurdy Festival 402 N Shiawassee st,  
Corunna, MI 48817 Checks made out to City of Corunna