

## Event Vendor Contract



Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Booth size 10 ftx10 ft \$50.00 per separate booth space, rent 2 spaces together for \$90.00

No electricity or running water available at booth spaces.

Direct Sales businesses are not eligible for vendor spaces. Limited vendor selection. Limited food truck vendors.

*Booth spaces will be selected to offer a variety of products. Limited spaces available*

\*\* Vendor applicates must submit description of products and link to social media page

\*\*Food trucks must submit sample food menu and photo of your food truck

**GUIDELINES:** We reserve the right to censor any booth.

Payment required to have spot at event. Rain or shine events no refunds.

\*Once vendor registration is approved you can select your prime spot on event map!

Vendors only allowed in your numbered booth space.

Vendors are responsible for your own table, tents, chairs, displays.

Only one vehicle and trailer parking space per vendor located behind booth space.

Set up time no earlier than 2 hours prior to event start time.

Set up times: \_\_\_\_\_ - \_\_\_\_\_ ( Set up needs to be completed prior to scheduled event start time)

Vendors responsible for set up and break down. Vendors commit to full event time. No early break down.

Vendors are responsible for leaving area in the same condition as they found it.

**RETURN Registration to Jamestown Parks and Rec office, 1002 2<sup>nd</sup> Ave SE, Jamestown, ND 58401**

COMPANY: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Description of items to sell: \_\_\_\_\_

\_\_\_\_\_

Amount submitted: \$ \_\_\_\_\_

**Vendor forms must be submitted 2 weeks prior to event.**

Registrations with attached sample may be dropped off at Parks office or email samples/ pictures to

[tammy@jamestownparksandrec.com](mailto:tammy@jamestownparksandrec.com)

**Jamestown Parks and Rec or their affiliates will not be held responsible for any liability, lost or stolen or damaged merchandise or any injury incurred during the event.**

Signature of Vendor: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Vendors will receive 2 complimentary passes for event when applicable.*