

# Vendor Contract Form

Business Name (if applicable):

Vendor Contact Name(s):

Address:

Contact Email:

Phone Number (s):

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**Products to be sold at event (be specific):**

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## Vendor Guidelines

1. Vendors are required to check in with Personnel prior to setup. Booth spaces will be assigned on a first come, first served basis. Vendors must pre-register by October 29, 2024 at 4:00 PM.
2. Vendors will be allowed to set up starting at 7:00 AM.
3. Vendors will be responsible for and agree to provide all necessary equipment, including tables, chairs, and canopies.
4. Vendors will tear down their booths one hour after the completion of the event.
5. Vendor agrees to remove all equipment at the completion of the event, including the cleanup of trash and debris. All spills of liquids, grease, or garbage will be cleaned up immediately. Vendors will be charged a \$50.00 clean up fee if the area is left with any trash or debris. This fee should be paid before you will be allowed to participate in any other activities on school property. **PLEASE PUT ALL TRASH IN THE DUMPSTER!**
6. Vendor agrees to provide services to the public in a manner that will promote a safe experience.
7. Vendor agrees to sell only **NON ALCOHOLIC DRINKS**. **No alcoholic drinks will be allowed. You will be asked to leave the premises immediately if you violate this agreement.**
8. Vendor booth fees are \$300.00. The fees will be collected by the date of the event and are non-refundable (including in the event of natural causes beyond our control).

**Vendor Signature**

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**Date**

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