

# Family Day in the Park - 20



## Vendor Agreement & Rules of Participation

**Services** – Each space rental includes a 10' X 10' slot with one 8 ft. standard table and two chairs. Area waste receptacles will also be provided. Electricity is available at an additional charge. Electrical service must be requested on the Application Form.

### **Operating Hours-**

Saturday, Sept. 8, 2018      10:00am - 6:00pm

**Installation-** Vendors may commence installation of their booths during the following dates and times:

Friday, Sept. 7, 2018      6:00pm-8:00pm

Saturday, Sept.8, 2018      7:00am-9:30am

**All Set Up Must Be Complete by 9:30am on Saturday, Sept.8.**  
**Vendors arriving after this time will not be allowed to drive vehicles into the booth area!**

**Vendors-** This year's event will continue to be held at the Civic Center Parking Lot. Thus, sand bags or other weights should be used to secure all tents and equipment. **You are expected to provide your own weights this year. The FDITP Committee will not provide tents or equipment weights.** All matters pertaining to tent set up and equipment installation will be strictly enforced by FDITP security.

**Prohibited Articles-** Gasoline, kerosene, acetylene, or other flammable or explosive substances or excessively noisy displays will not be permitted. No weapons, alcoholic beverages, drugs and/or drug paraphernalia, animals (leashed or unleashed), nor pets of any kind will be permitted. No construction in the booth spaces shall be higher than 8 feet and no side partitions shall exceed 42 inches in height. Due to limited available space and potential safety hazards, **generators will not be allowed,** except as operated by FDITP.

**Dismantling-** Vendors are requested to dismantle their booths between 6:00pm-8:30pm on Saturday, September 8. Vendors are also requested to place their trash in nearby receptacles provided by FDITP Vendor Committee. **It is important that the area be cleared by 9:00pm the day of the event.** All matters pertaining to dismantling will be strictly enforced by FDITP security.

**Grease Disposal-** The FDITP Vendor Committee has made arrangements for the recycling of used grease. Vendors with spent grease for disposal should contact a member of the FDITP Vendor Committee for instructions.

**Registration-** The FDITP Vendor Committee will maintain an information tent at the main entrance to the vending area. Vendors should check-in upon arrival to the grounds.

**Vendor Identification-** All vendors will be issued two (2) badges in their vendor kit. Vendors are requested to wear their badge throughout the event to support proper identification.

**Food Booths-** All food vendors are required to comply with the personal and food service equipment sanitation guidelines of the local Health Department as specified in the provided document. All food booth operators must submit a list of foods that will be served in their booth as part of the application. This list must be approved by the FDITP Vendor Committee.

**Parking-** Convenient parking is available to our vendors at no additional expense. A FDITP Volunteer will direct vendors to the dedicated parking area. Vehicles improperly parked or unauthorized vehicles will be towed at owner's expense without notification.

**Subletting-** It is understood that no booth space is to be sublet. Any unauthorized subletting will result in expulsion from the event without refund in addition to possible prosecution.

**Liability-** Each vendor must make provisions for the safeguarding of their goods, materials, equipment and display items. General overall guard service will be provided by FDITP for the event but the guard service will not be responsible for loss of material by theft or for any cause. The vendor must surrender space occupied by them in the same condition as it was at the time of occupation.

The vendor is responsible for all damage to the occupied area of the Civic Center Lot and for any and all claims and demands on account of injury, death or damage to property occurring in or upon the exhibitor's booth space or because of the acts of the vendor, his employees, servants, agents, licenses or contractors; and vendor agrees to indemnify and hold harmless the managing entities (WEOA Radio, BLS Entertainment, Inc., **The Black Women's Task Force**, The Family Day in the Park Committee) and/or the owner from and against any/all liability and claims and demands which may arise from or asserted in connection with the foregoing undertaking and responsibility of vendor.

Neither the managing entities, its service contractors, the management of the event nor the owners of Civic Center, their agents, servants, contractors, employees except for claims for damages or injuries caused by or resulting from negligence of the managing entities and/or owner, the management of the event and the owners and their respective agents, servants, and employees.

Vendor acknowledges that they are responsible for obtaining insurance in such amounts as deemed appropriate to comply with obligations herein and for their own protection.

**Overnight Security-** will be provided at the Civic Center Lot beginning at 9:00pm on Friday, September 7, 2017 thru 7:00am Saturday, September 8, 2017. Each vendor must make provisions for the safeguarding of their goods, materials, equipment and display items. The guard service will not be responsible for loss of material by theft or for any cause.

**Articles Subject to Search-** Any article brought onto or removed from the lot is subject to search by Security.

I have read the entire Vendor Agreement and Rules of Participation document and understand that my signing here and /or the Application Form are considered contractual.

Agreed by: \_\_\_\_\_  
( Owner / Authorized Approver )

For: \_\_\_\_\_ Date: \_\_\_\_\_  
( Business Name )