



2019 Vendor Booth Agreement Rules & Regulations

The purpose of this agreement is to outline the terms and conditions whereby a vendor is authorized by the Our Lady of Lebanon Mid-East Festival to operate a Business Booth for the purpose of promoting and/or selling represented products.

TERMS AND CONDITIONS:

1. FESTIVAL HOURS –

Friday, July 19th from 11:30 AM – midnight
Saturday, July 20th from noon – midnight
Sunday, July 21st from noon – 6:00 PM

Booths must be open for business unless otherwise agreed as below:

Friday, July 19th from 2:00 PM – 10:00 PM
Saturday, July 20th from noon – 10:00 PM
Sunday, July 21st from noon – 6:00 PM

2. **REPRESENTED PRODUCTS** – Only the product (s) specified below will be allowed to be represented and/or sold at your booth during the festival. No changes may be made without prior consent of Festival Chairman.
3. **TERMINATION RIGHTS** – The Mid-East Festival reserves the right to terminate the operation of the vendor at any time during the festival for any of the following reasons:
 - a. A professional manner is not maintained by the vendor and its employees.
 - b. Vendor or its employees behave in a manner that could be construed as racist.
 - c. Vendor or its employees commit any act detrimental to the purpose of the event.
 - d. Vendor or its employees fail to cooperate with event management staff.
 - e. If vendor or its employees breach any of the agreements listed herein.
4. **COST** – In exchange for the right to promote and/or sell stated product (s) during the Mid-East Festival, the vendor agrees to pay Our Lady of Lebanon;
 - a. \$150 includes one eight foot table under a tent with two chairs. The area is 8' x 30" plus the space needed to allow for two chairs and area to access the booth.
 - b. \$150 for additional eight foot table(s) required.
 - c. \$20 for each 110 electrical outlet required.
 - d. Booth fees are not refundable.
5. **PREMISES** – Vendor agrees that the premises shall be left in original condition as upon arrival; this includes picking up trash at and around vendor's premises.
6. **SET-UP AND DEPARTURE**
 - a. Vendors shall set up its Business Booth in accordance with the rules set by the event Chairman. Spaces will be the front face of an 8' x 30" table plus the space needed to allow for chairs and area to access the booth. If the space is not sufficient, additional space may be purchased.



- b. Location of Booth will be in block specified; exact location decision is made at the discretion of the Festival Chairman and will depend on specific electrical needs, agreement terms, and agreement date.
 - c. Vendor must supply own extension cords if required.
 - d. Vendor agrees to operate all electrical equipment and all wiring in a safe, intelligent manner.
 - e. Vendor agrees to use only designated receptacles in their pre-approved location.
7. **TERMS** – Booth fee is due with application. Registration deadline is June 15th; the vendor will not be allowed to set up unless vendor is paid in full. Upon signing this contract, vendor agrees to abide by the Terms and Conditions set forth herein.

VENDOR INFORMATION:

Business Name: _____

Contact: _____

Email: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Fax Number: _____

Website: _____

PRODUCTS TO BE SOLD (pictures must be provided unless it's determined they are not needed):

PAYMENT INFORMATION:

					Sub Total
# of 8' x 30" Tables		X	\$150	=	
# of 110 electrical outlets		X	\$20	=	
Total					

Thank you for your support!