

TERMS OF CONTRACT FOR EXHIBIT SPACE

The Rogers International Festival is an annual event hosted by The Rogers Community Support Center

1. **STATEMENT OF POLICY:** All exhibitors, will be given equal opportunity, within reason, to present their product or services in the most effective manner to the audience.
2. **CONTRACT:** This contract for space, the assignment of space and full payment of rental charges together constitute the entire contract for the right to use space. Full payment for space and a signed application is required before assignment of space is made. Choice of location will be given when possible, but the right is reserved to adjust the floor plan for the good of all exhibitors. In case you want to cancel your contract you must let us know 72 hours in advance. In order to get a refund.
Contract deadline is April 27th.
3. **ACCEPTANCE:** An authorized signature on the official 7th Annual International Festival contract form indicates the exhibitor has read, understands, and agrees to abide by all rules, regulations, and restrictions outlined in the contract and 7th Annual International Festival brochures.
4. **USE OF SPACE:**
 - (a) All aisles and spaces not leased to exhibitors shall be under the control of the Rogers Community Support Center. All displays, distribution of literature, demonstrations, and transactions shall be made inside the space contracted. Standing in aisles or in front of booths of other exhibitors is strictly prohibited. Any undignified method of attracting attention will not be permitted. In-booth voice amplification systems may not be used unless given prior written approval.
 - (b) No exhibitor shall assign, sublet, or share the allotted space without the knowledge and consent of the Rogers Community Support Center. All signage, products/services provided, literature distributed, and other activities must be directly related to the company signing the space contract. The Rogers Community Support Center reserves the right to request that all non-related materials be removed.
 - (c) All booths shall be staffed by at least one person at all times while the show is open.
5. **CARE OF PARK & EQUIPMENT:** Exhibitors shall not cause damage to tables, chairs, and tents provided for the booth space or to any park equipment including but not limited to benches, playground equipment, restrooms. Drilling holes, attachments to, painting or any other defacement will not be allowed. Exhibitors wishing to lay any floor covering will need prior written approval.

- 6. LIABILITY:** The Rogers Community Support Center, Festival sponsors, and The Department of Parks and Recreation disclaim liability for damages or losses due to fire, theft, accident, vandalism, or other causes. The Rogers Community Support Center will not be responsible for electrical or other related failures. Exhibitors wishing to insure their goods must do so at their own expense. The exhibitor shall, at all times, protect, indemnify, save and hold harmless The Rogers Community Support Center, Festival Sponsors, The Department of Parks & Recreation and Festival services providers against any and all loss, damage, liability, or expenses arising out of any occurrence which arises out of the exhibitor's occupancy and use of Festival premises during or subsequent to the period of exhibition.
- 7. MOVE IN/OUT DATES/TIMES:**
- (a) Move in: All exhibitors will move in between the hours of 8am and 9:30am on Saturday May 12th. All exhibits must be completed by 9:55am. Electrical outlets will not be available for use until 9:30am.
 - (b) Move Out: No Exhibitor shall begin breakdown of booth or removal of exhibit material until the show is officially closed on Saturday May 12th at 6pm. All exhibits must be removed by 7pm. All exhibits with goods not removed by that time will run the risks of having their items disposed. The Rogers Community Support Center will not be responsible for stolen or lost merchandise.
- 8. CANCELLATIONS/REFUND S:** Exhibitors canceling on or before April 27th will be eligible for a full refund less a \$50 per booth processing fee. Exhibitors canceling after April 27th will not be entitled to a refund.
- 9. SOLICITATION:** No person or persons, other than exhibitors, will be permitted to conduct business on the Festival grounds without the written consent of the Rogers Community Support Center.
- 10. ELECTRICITY:** Electrical outlets will not be available for use until 9:30am Saturday May 12th (one-100 amp outlets provide with booth by request only). There will be an additional cost on electricity.
- 11. INFORMATION:** For more information on the 7th Annual International Festival, contact Cesar Aguilar at 479-936-5453 ext. 101 or Diana Duran ext. 108.

Rogers International Festival”

Saturday, May 12, 2007

Exhibitor Contract / Application Form

Business Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail address: _____

Day Phone: _____

Evening Phone: _____

Type of Business

FOOD VENDOR

SELL OF VARIOUS GOODS

PROMOTING BUSINESS

NON-PROFIT ORGANIZATION

ELECTRICAL OUTLET \$25.00

_____ @ \$100.00 for-profit business = \$_____ or _____ @ \$50.00 for non-profit =

\$_____

Sales Tax Permit Number: _____

DEADLINE FOR APPLICATIONS: April 27, 2007

DEFINITION: For-Profit Concessionaires are any vendors selling food from which they profit. Full Service Concessionaires sell a variety of items. Snack Concessionaires sell one or two items (i.e. roasted almonds, peanuts, etc.)

***** Concessionaires are expected to follow the Arkansas Food Safety Guidelines Pamphlet provided with this application**

SPECIAL RESTRICTIONS FOR CONCESSIONAIRES:

1) Glass containers may not be distributed

SIZE OF TRAILER/SPACE REQUIRED

(Width against curb x depth from curb) _____

OFFICE USE ONLY:

DATE RECEIVED _____

CHECK NO. _____

AMOUNT _____

INFO MAILED _____

Booth # _____

ELECTRICAL HOOK-UPS (Please read carefully):

A limited supply of electrical outlets; therefore, we must understand your *exact* electrical requirements to determine if we can service your operation, and if so, where you will be placed. Please supply the information requested below so that we may make this determination. In order to prevent electrical circuit overloads, you ***will not*** be allowed any more hook-ups on the festival day and those requested below. In addition, no generators will be allowed without advance written consent of the Rogers International Festival board.

APPLIANCE
TO RUN

TYPE OF OUTLETS
(110 OR 220)

TOTAL AMPERAGE
(NO WATTAGE)

PLEASE LIST ANY SPECIAL REQUIREMENTS:

BEFORE MAILING, PLEASE ACKNOWLEDGE THE FOLLOWING:

1) I have received, read and understand the "Terms of Agreement for Vendor Booth Space Reservation" and agree to abide by them:

_____ (Initials of Concessionaire Contact Person)

2) I have enclosed these items with my application

A proposed menu with pricing _____ A copy of my certificate of insurance _____

A copy of my health certificate _____ A copy of my Arkansas State Sales Tax

Permit _____

3) I hereby certify that the information provided by me on this form is complete and correct and that I have enclosed the required fee and documentation listed above necessary for processing this application:

Signature of Concessionaire Contact Person:

_____ *Date* _____

PLEASE RETAIN A COPY OF THIS APPLICATION FOR YOUR RECORDS and fax to 479-621-1159 or mail original with the above listed enclosures to:

Rogers Community Support Center 315 W Olive St Rogers, AR 72756

QUESTIONS?

Call Cesar Aguilar at 936-5453, Ext. 101 or Diana Duran at 936-5453, Ext 108