

Greater Kiwanis 4th of July Sponsor & Vendor Contract Agreement

This contract is an agreement between individual Sponsor or Vendor and the Greater Madera Kiwanis Club. The Greater Madera Kiwanis Club reserves the right to refuse service to anyone for any reason. By agreeing to participate in the 4th of July Event, the following regulations must be followed.

Please read ALL information before returning the application. Please PHOTOCOPY this agreement for your records.

BOOTH RESERVATIONS:

- All reservations are available on a first come, first served basis
- **Deadline for reservations is June 1st, 2024 an additional \$25 service fee** will be added to agreements received after the deadline date.
- **NOTE:** Payment in full **MUST** accompany this contract agreement for space reservation to be processed and confirmed. Cash, Check or Credit Card accepted. ***Food and Beverage vendors including pre packaged products** must submit a Health Permit with your agreement.
- Final Instructions will be sent via email prior to the event.

Your cooperation with the following is critical to a successful set-up and overall event.

FAILURE TO COMPLY WILL RESULT IN LOSS OF BOOTH SPACE WITH NO REFUND!

EVENT SET-UP and TEAR-DOWN

· Check-in and set-up begins at 12:00 p.m. and the booth must be set-up by 3:00 p.m. ****Food Service Vendors see below for check in times.**

· Vehicles will check-in at the gate according to their final instructions and will be directed to their booth location.

· Vehicles **MUST** be removed from the exhibition area to designated parking by 4:00 p.m. – **NO**

EXCEPTIONS!

· Booth spaces must be always attended to during festival hours.

· **Vehicles will not be allowed on festival grounds until 10pm and until event attendees have cleared the grounds.**

· **ALL FINAL INSTRUCTIONS FOR CHECK-IN AND SETUP WILL BE SENT AT LEAST ONE WEEK PRIOR TO EVENT**

BOOTH SPACES: All booth spaces measure 10' x 10', unless stated as part of a package

- One 8-foot table with two chairs
- Table coverings will **NOT** be furnished.
- Booths must be kept clean, free of storage boxes and professional looking. Participant's clothing should be neat, clean, and discreet.
- No music will be played at your booth unless previously approved.
- All products, including attire and exhibits must be appropriate for family viewing.
- Vendors may handout material about their organization only within the confines of their booth space.
- Vendors are solely responsible for merchandise, exhibits and other equipment and agree to hold-harmless and indemnify the festival host, and its associates, and festival volunteers for anything lost, stolen or damaged.
- Only the use of hand trucks for restocking of booths, no cars and/or commercial vehicles will be allowed to drive on the festival grounds during the festival hours.
- Product sales are allowed in designated booths. **Vendors may sell pre-packaged** (for retail and or distribution) food items but must submit the **Concession Application along with Contract Agreement.**
- Vendors are responsible for the **disposal/removal of trash at conclusion of the festival** from their designated space, including packaging. Trash cans and bins will be available onsite.
- No generators are allowed without prior approval from the event host. Power requests must be submitted with contract agreement along with appropriate payment. Extension cords will be required for power and must be provided by participants.