

Fall for Urbandale Vendor Agreement

This Agreement is made this _____ day of _____, 2007, between the Fall for Urbandale Committee (hereinafter Committee) and

Business Name

(hereinafter Vendor)

Business Address

Business Telephone

Business E-Mail

Federal Tax ID#

(required)

Name of Business Owner

Primary Contact at Event

Primary Contact Cell Phone #

The deadline for Vendor applications is September 1, 2007. Applications submitted after that date, please add a 50% surcharge to the booth fee.

Section 'A' List of Items to be Sold

Item
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.

Section 'B'
Rental Items & Fees

Rental Item	Quantity	Cost	Total
Space – 10' x 10' area		\$50 each	
Electrical Generator Access	////////////////////	\$50	
Total for Section 'B'	////////////////////	////////////////////	

Section 'C'

Electrical Requirements – 110v

(220v is not available through the Festival. If you require the Festival to provide you with access to a 110v generator and need other than a standard three-prong plug-in, you must provide your own adaptor.)

Name of Equipment	Wattage Requirement
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Total Watts

Section 'D'

Layout of Booth

Please provide a detailed sketch of booth layout including dimensions, and any trailer and/or vehicle that must stay with the booth. Also include direction of trailer hitch (i.e., front, back, side of booth) and any other special set up needs/features.

A large, empty rectangular box with a thin black border, intended for a detailed sketch of a booth layout. The box is currently blank, providing space for the user to draw dimensions, trailer/vehicle placement, and other setup details as instructed in the text above.

Violations & Penalties

Violation	Penalty per Violation
Trash in booth area after event	\$50
Used, but did not purchase electricity	\$100 per 15A circuit
ANY health code violation	Cease operations at Health Code Inspectors discretion
ANY fire code violation	Cease operations at Fire Code Inspectors discretion
Operation outside contracted hours or not open during contracted hours	Cease operation at Committee discretion

Miscellaneous

Booth hours are 9:30am to 4:00pm. You will be notified in advance of your setup time and booth location. Setup times will vary depending on needs of vendors. Trailers and large booths will have earlier setup times. If you arrive before your designated setup time, you will not be permitted to setup unless adjoining booths have completed setup.

All banners and posters must be inside the vendor's space.

All tents must be secured into the ground.

No alcohol is permitted at anytime in any booth

All vendors are responsible for setup, breakdown, and all needed supplies, including extension cords (minimum 12 gauge). If you are not supplying your own generator, the approximate distance from your booth to the nearest generator will be provided with your vendor confirmation.

Once the Committee has approved items, there are to be no substitutes or changes in products sold or distributed without prior Committee approval. Unapproved changes or substitutes will void your Agreement with the Fall for Urbandale Festival, you will be asked to leave the festival and you will forfeit your vendor fees.

Vendor agrees to obtain, at its expense, all necessary health, food or other permits and/or licenses, including a temporary permit from the Polk County Department of Health.

The Committee will deliver a fully executed contract upon its acceptance.

Vendor Agreement and Stipulations

I hereby release and agree to indemnify and hold harmless all officers and members of the Fall for Urbandale Committee, City of Urbandale, and Urbandale Parks and Recreation, from any and all fees, costs, and expenses incurred by them in connection with any claim, lawsuit, or proceeding arising out of or in connection with any act or omission of the Vendor or its agents in connection with the Vendor's participation in the Fall for Urbandale Festival.

I have read the application packet and agree to abide by the rules of the Committee as set forth herein and to be subject to the penalties for failure to comply.

I have read and understand the Violations and Penalties schedule. I understand that the Committee, City of Urbandale and Urbandale Parks and Recreation reserve the right to pursue restitution resulting from violations including, but not limited to resulting legal fees

I understand that if I fail to comply timely with any of these rules I may be barred from participating in the Fall for Urbandale Festival for both this year and future years, and that I may be subject to any fines or penalties set forth in this document.

I understand that I must provide a Certificate of Liability Insurance evidencing general liability insurance with Fall for Urbandale and the Urbandale Community Action Council as additional insureds and submit a copy if it with my Vendor Application.

At the expiration of this Agreement, I agree to return the area to a good and clean condition, repairing any and all damage caused by or attributable to my use of the space. All property kept, stored or maintained within the area shall be so kept, stored or maintained at my sole risk and expense.

I have read and agree to all the provisions stated above and, in consideration of applying for space as a Vendor at the Fall for Urbandale Festival, agree to be contractually bound to the same.

If the above is in accordance with your understanding of our agreement, please sign and return one copy of this agreement for our files to reserve your spot.

Applicant' Signature

Printed Name

Company

MAIL THIS FORM AND YOUR CHECK ON OR BEFORE SEPTEMBER 1, 2007 TO:
Fall For Urbandale Committee
12411 Douglas Pkwy
Urbandale, IA 50323-1803

MAKE CHECK PAYABLE TO: **Fall for Urbandale**