

# WATERTOWN MUSIC & ARTS FESTIVAL

Watertown, Tennessee

July 7th, 2018

## Festival Booth Vendor Application & Agreement

**Application Deadline: WHEN FULL!** Spaces are limited so please sign up as soon as possible.

Name / Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Website: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Products to be sold: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Booth Vendor Fee is \$100.00 for an approximately 10 X 10 space. If a larger space is needed, please inquire. This is a free event and therefore no pass or ticket is necessary for any Vendor/Artist Booth. We will try our best to prevent duplication of services or products among vendors. **No Generators are allowed as booths are in close proximity to the music stage area.**

All spaces will be assigned at the discretion of the festival administration. Please fill out above completely and sign both forms.

Please make check or money order payable to:

**Watertown Music & Arts Festival**

**Attn: Gabrielle Hardy**

**120 Public Square**

**Watertown, Tennessee 37184**

**We reserve the right to ask you to remove any misrepresented items in your booth.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*By signing this agreement you expressly release The Watertown / East Wilson County Chamber of Commerce, the Watertown Music & Arts Festival, and the Watertown Jazz Festival or their agents ("WMAFJ", as well as the owners of the festival sites of and from any and all liability for any damage, injury or loss to any person or goods which may arise from the rental and occupation of exhibit space by the applicant(s) You agree to hold and WMAF, and the owner of the festival sites harmless of any loss or damage by reason thereof. You also agree to comply with all state and local regulations in the operation of your booth. You agree that you have read and agree with the BOOTH POLICIES outline in the attachment. WMAF may choose to terminate this agreement at any time if you choose not to abide by our BOOTH POLICIES. WMAF reserves the right to make changes to this agreement as needed. You understand your entry fee shall not be refunded in the event that you do not attend or if all or part of the show is canceled due to fire, calamity or any other act of God, public enemy, strikes, statutes or ordinances or any legal authority or any other cause beyond our control.*

## **BOOTH POLICIES**

***Please read the following information carefully as these policies pertain to all vendors!***

### **You should have:**

- *Quality merchandise*
- *A well-maintained and safe area.*
- *Courteous and Friendly staff*
- *An attractive and professional looking booth and display.*

*The appearance of your booth is critical to the overall atmosphere of the audience's perception of the event. We highly encourage imaginative booth designs, flags, banners, etc.*

### **Booth Selection:**

- *Booths are selected based on the type and quality of the products you sell.*
- *We reserve the right to refuse anyone for whatever reason, and return fees.*

### **Booth Placement:**

- *Is based on when your application is received and the type of product(s).*

**Event is rain or shine. Booth fees are non-refundable.**

**Commercial Vendor (retail) Booth Fees (per 10'x10' space): \$100.00**

**Payment:** Check or Money Order made payable to ***Watertown Music & Arts Festival.***

**For each individual space purchased, you will receive:**

- *A single story, 10'x10' (approximately) area for your booth setup.*
- *Approximately Ten to Twelve feet of frontage space open to the crowd.*

### **Other Requirements/Information:**

- *If you require additional booth space, you must make **ADVANCE** arrangements and be prepared to pay for additional space. **Please stay within the space you are assigned.***
- *All equipment used in operating a booth during the event will be the responsibility of the vendor, including booth, tables, chairs, lighting, maintaining and removing booth materials, leftovers and trash.*
- *Please leave your area as clean as it was when you arrived.*
- *Bring your own extension cords, powerstrips, and lighting as needed.*
- *No propane lanterns allowed.*

### **Setup/Breakdown:**

- *Please show up on time for load in or you will not be able to setup. You WILL NOT be able to set up before the times listed below!*
- *Booth must be completely set up, open, & ready for business when the gates open.*
- *Remain set up and open until the last band finishes and the crowd leaves.*
- *No early breakdown or late setup will be allowed. No exceptions!!!*

**Load in:** Saturday, 12:00pm

**During festival hours:** All paid accepted vendors agree to operate and adequately staff a booth during the festival hours of:

- *Saturday 3:00PM until 10:00PM*

**Taxes:** *Local sales tax remittance is the sole responsibility of each vendor.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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