

## Town of Huachuca City 2016 Craft/Small Business Expo Vendor Contract & Terms

Type of Vendor: \_\_\_\_ Craft/Artist \_\_\_\_ Small Business

Town of Huachuca City 2016 Craft/Small Business Expo November 12,  
2016

• Rain or Shine

\$5.00 fee plus door prize for registration by October 28th
\$ 10.00 fee plus door prize for registration by November 4th

(Please Print Clearly)

<b>Vendor Name</b>	
<b>Point of Contact</b>	
<b>Address</b>	
<b>Phone Number</b>	
<b>Email</b>	
<b>Vendor Website if you have one</b>	
<b>Number of vendor staff on site</b>	

Description of all items to be sold:

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**Please read the following conditions and terms of contract regarding participation as a vendor during the above listed event:**

1. The Town of Huachuca City 2016 Craft/Small Business Expo will be a one-day event November 12, 2016 from 9 AM - 3 PM
  2. Vendor set up November 12,2016 from 7:30 AM –9:00 AM. All vendor displays must remain intact until 3PM the day of the show. All items must be removed by the vendor or their representative by 4 PM the day of the show. All vendors must be checked in by 8:45 AM the day of the show or their reservation will be considered voided.
  3. Participating vendors shall hold indemnify and hold harmless the Town of Huachuca City and its officials, employees and agents from any and all liabilities, judgments, settlements, losses, costs or charges ( including attorney's fees) incurred by the Town of Huachuca City or any of its officials, employees and agents as a result of any claim, demand of action or suit relating to any bodily injury ( including death), loss or property damages caused by arising out of, related to or associated with the use of the property or the participation of the vendor or by the vendor's employees,agents or invitees in the Town of Huachuca City 2016 Craft/Small Business Expo.
  4. Vendor is responsible himself/herself and his/her employees, his/her subcontractors, materials, equipment and all insurances to protect himself/herself and/or others.
  5. Registration fee is non-refundable
  6. Payment should be submitted with your signed contract. All contracts must be received by November 4, 2016 and are subject to approval.
  7. All approved vendors will be provided a single space ( unless vendor paid for multiple adjoining locations) tables, tablecoverings and all other props will be supplied by the vendor. Vendors remain liable for the safety of all aspects of their displays.
  8. All inquiries concerning the Town of Huachuca City 2016 Craft/Small Business Expo will be made to (Kelly Norris) acting agent of the Town of Huachuca City 2016 Craft/Small Business Expo. ( knorris@huachucaCityaz.gov ) ( 520-456-1063)
  - 9.All types of items sold must be listed in the contract. No items outside those listed in the contract may be sold. The Town of Huachuca City 2016 Craft/Small Business Expo reserves the right to limit the number of participating vendors within the same genre and to refuse any vendor application. Commercial vendors are defined as those selling wares as a representative for a corporation (ie Tupperware, Avon).
  10. all space assignments are final and the choice of the Town of Huachuca City 2016 Craft/Small Business Expo. Special requests are filled only at the discretion of the Town of Huachuca City 2016 Craft/Small Business Expo. Assignments will be made on a first come paid in full basis.
  11. No generators, flame/explosive generating items, animals ( except service animals), sexually explicit or profane items, illegal sale items, artificial tobacco items, weapons, alcohol, or drugs/drug paraphernalia are allowed. This list may be expanded at the discretion of the Town of Huachuca City 2016 Craft/Small Business Expo upon review of such items. No vehicles will be used in any display. Any vendors found possessing/selling such items or behaving in an inappropriate manner will be asked to vacate the location immediately and will not be entitled to any refund.
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12. Photography will be permitted during the event. Any photographs retrieved by the Town of Huachuca City 2016 Craft/Small Business Expo or its representatives will become property of the Town of Huachuca City Parks and Rec Commission for future use in advertising publications both print and digital.

13. Vendors are expected to act courteously and professionally to all guests and other vendors. No harassment or roaming sales will be tolerated. Any vendor not respecting the rules mentioned above will be asked to leave the event immediately and will be allowed to return only after the event closing to regain their gear.

Please make checks payable to:

**Town of Huachuca City**

**In memo area please write Parks and Rec**

\* confirmation of application acceptance will be made in a timely manner via phone and/or email.

By my signature below I agree to the above terms of participation

\_\_\_\_\_

Vending Owner/Representative Signature

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Date

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