



VENDOR/EXHIBITOR TERMS OF AGREEMENT

Space is limited and approved vendors/exhibitors will be given booths on a first registered, first served basis.

Deadline for vendor/exhibitor applications is **March 31, 2016**. You may submit your completed application electronically or by mail to the address on the application form with the non-refundable registration fee of \$25 for vendors. There is no fee for exhibitors.

Vendor/exhibitor applications will be reviewed to ensure they support the mission of the festival and have the specified license and certificate of insurance.

No solicitation of any kind will be allowed.

Nothing can be sold, distributed, or displayed that can be construed as unlawful, threatening, libelous, defamatory, obscene, scandalous, inflammatory, pornographic, or profane or any other material that could give rise to any civil or criminal liability under the law.

Vendors are responsible for the security of their own property and equipment at all times. The City shall not be held responsible for loss, theft or damage to any property at any time.

Retail and food vendors must have a Business License and Certificate of Insurance. Certificate of Insurance must name the City of Lynchburg as additional insured.

Vendors shall indemnify and hold the City of Lynchburg, contractors and volunteers harmless from any claim or cause of action arising out of or in connection with the acts or omissions of Vendor under this Agreement and shall reimburse the City for any costs, including but not limited to, reasonable attorney's fees incurred in defense against any such claim.

Vendors serving food must be in compliance and approved by the Health Department standards and have the certificate on display at the booth/truck.

Vendors will have spaces with a maximum size of 10' X 10'. 8' foot tables and 2 chairs will be provided. Tents will not be provided. If a vendor brings a tent it must be a maximum size of 10' X 10'. Electricity outlets are available for some booths and will be reserved on a first registered, first reserved basis.

The Bluff Walk will be open for set-up no earlier than 7am on April 30; the festival's public hours will be 10am – 2 pm. Volunteers will be available to help you unload your vehicle at designated areas from 7am – 9am.

Vehicles will be loaded in the same manner they were unloaded after 2pm.

Vendors and Exhibitors are expected to leave a clean space. All trash must be properly disposed of only in designated areas, tables and chairs should be left clean.

I have read and understand the Vendor Terms and Conditions and will adhere to the requirements.

Name _____

Signature _____

Date _____