

Vendor Booth Rules & Regulations

2022 September by the River

Overview:

1. **Hours** - The booths will be open for business:
 - a. Saturday, September 17 from 12-8 PM
 - b. Sunday, September 18 from 10 AM-4 PM

2. **Represented Products** - The only products specified on your vendor registration form will be allowed to be represented and/or sold at your booth during the festival. No changes may be made without prior consent of the Freeport Renaissance Association.

3. **Termination Rights** - The Freeport Renaissance Association reserves the right to terminate the operation of the vendor at any time during the festival for any of the following reasons:
 - a. A professional manner is not maintained by the vendor and its employees.
 - b. The vendor or its employees behave in a manner that could be construed as racist.
 - c. The vendor or its employees commit any act detrimental to the purpose/mission of the event.
 - d. The vendor or its employees violate any provision of the Health Department.
 - e. The vendor or its employees fail to cooperate with event management staff.
 - f. If the vendor or its employees breach any of the agreements listed herein.

4. **Cost** - In exchange for the right to promote and/or sell stated products during September by the River, the vendor agrees to pay the Freeport Renaissance Association \$60 for a 10' x 10' space or \$100 for a 10' x 20' space for Saturday and Sunday in the event area. The vendor provides tents, tables, chairs, electric, electrical cords, lights, etc.

5. **Premises** - Vendor warrants that the premises shall be left in original condition as upon arrival. This includes picking up trash at and around the vendor's premises.

6. **Set-up and Departure** - Vendor shall set up its business booth in accordance with the rules set by the September by the River planning committee. Set up begins at 9:30 AM on Saturday and 9:00 AM on Sunday. Spaces will be \$60 for a 10' x 10' space or \$100 for a 10' x 20' space unless otherwise requested and additional space paid for. Due to the event layout and space requirements, vendor vehicles cannot be parked alongside the vendor's booth. Vendors will be allowed to drop off merchandise and park in the designated parking areas. The breakdown for booths may begin any time after 4 PM on Sunday.

7. **Terms** - The vendor will not be allowed to set up unless the booth fee is paid in full. Upon signing this contract, the vendor agrees to abide by the Terms and Conditions set forth herein.

- 8. Cancellation & Refund** - The vendor must submit a request for cancellation of a contract and refund, in writing. Any requests for refund must be date stamped or postmarked before Friday, August 19, 2022. At this point, a vendor will receive a full refund. Any contract cancelled after Friday, August 19, 2022 for any reason, regardless of when the contract was issued, will not receive a refund of any vendor fees paid to the Freeport Renaissance Association.

Vendor Hours: Saturday, September 17, 2022: 12-8 PM — Set up begins at 9:30 AM, complete by 12 PM; Sunday, September 18, 2022: 10 AM-4 PM — Set up begins at 9 AM, complete by 10 AM

Terms & Conditions:

1. Exhibits shall not display, sell, or dispense any items with offensive, profane, and/or drug-related paraphernalia. The display, sale, or dispensing of these or any other items which in the opinion of the Freeport Renaissance Association are inconsistent with the mission of the Freeport Renaissance Association will result in the removal of the vendor.
2. The vendor must check in with a September by the River official on duty before set-up.
3. Security will be the responsibility of the vendor. Freeport Renaissance Association will not be responsible for damage to exhibit for any reason.
4. Exhibitor will be responsible for any trash in his/her area. Trash cans will be placed throughout the area and may be used by the vendors.
5. Exhibitors shall not transfer or sublet the space or any part thereof or permit the same to be used by any other person without the written consent of the event staff.
6. Event staff shall have the right to terminate the contract granted hereunder at any time without liability, upon the refund of the fee paid herewith.
7. Exhibitor will indemnify and hold Freeport Renaissance Association harmless from all costs, losses, damages, or expenses including the expense of litigation and attorney's fees, resulting from any person or property arising out of any act or omission of the vendor or his employees or other representatives.
8. Freeport Renaissance Association and its officers, agents, or members shall not be held responsible for any loss or damage due to theft, fire, accident, electrical outages, or other cause but will use reasonable care to protect the vendor from such loss.

Booth Rules: Booth assignments are made by the September by the River committee based on operational and space requirements of the event. Therefore, the Freeport Renaissance Association reserves the right to refuse any application. Vendors must be checked in and materials placed in the assigned booth space during the designated set-up time. Failure to set up during designated times, removal of vehicles from event grounds, or changing booth locations

will be cause for removal of the vendor. All merchandise should be clearly marked. Booth fee is for space — event does not provide a table, chairs, tents or electrical cords. Booth spaces are for individual vendors and may not be shared. All vendors are individually responsible for the collection and payment of state and local sales taxes. The Freeport Renaissance Association reserves the right to remove any vendor not abiding by program rules or failure to follow the instructions of official representatives of the Freeport Renaissance Association.