

Non-Profit Application and Agreement

Greater Farmington Founders Festival

Farmington, MI

July 19-22, 2018

Friday 10am-7pm Saturday 10am-7pm Sunday 12pm-5pm

Completed application and payment due: June 1, 2018



Vendor Information

Company: _____

Contact Name: _____ Position: _____

Address: _____ City/ State/ Zip: _____

Email Address: _____ Cell Phone: _____

On Site Contact: _____ Cell Phone: _____

Brief description of your business: _____ List activities that will be done on site: _____

You will be notified by June 15, 2018 if you are accepted into this years Farmington Founders Festival. Please include three (3) photos of your setup and why you should be included in this years festival. We will not cash checks or charged credit cards until you have been accepted into the festival.

Non-Profit Order Form

ITEM	QTY	COST	TOTAL
10x10 Space <i>(must provide own tent, weights, tables and chairs)</i>		\$75	
Electricity- 110 or 220 <i>Electricity must be ordered in advance. An additional \$75 charge for day of event. Must provide own cords.</i>		\$50	
Total Amount Due:		\$	

Method of Payment and Authorization

Check Enclosed *(Make Checks Payable To: Greater Farmington Area Chamber of Commerce)*

Credit Card

There will be a 4% processing fee for all credit card transactions

Credit Card # _____ Exp. Date _____ CVV (3 digit code): _____

Visa MasterCard AMEX Discover

Name as it appears on card _____

Billing Address _____ City _____ State/ Zip _____

Signature _____ Date _____

Mail Completed Application and Payment To:

360 Event Productions
PO BOX 210214
Auburn Hills, MI 48326

Terms and Conditions for Exhibiting at Greater Farmington Founders Festival

1. **Exhibitor Eligibility-** 360 Event Productions shall have the right to determine the eligibility for inclusion at Greater Farmington Founders Festival, in accordance with its rules and regulations, and reserves the right to refuse any application and to prohibit or remove any exhibit, display or part thereof, or proposed exhibit display or device which, in the opinion of Greater Farmington Founders Festival, is not related to the theme of our event and/or is inconsistent with product display policy. Booth space rental request will not be processed until application is received with full payment.
2. **Cancellation.** No refunds will be given due to cancellation including that of the event by local authorities or due to weather or force majeure.
3. **Sub-Leasing and Sharing-** No exhibitor may assign, sublet, or apportion the whole or any part of the exhibit space, nor permit any other party to exhibit within their contracted space or distribute any promotional or advertising materials in/from their occupied space, other than **Exhibit Display Specification-** Standard outdoor booths will be 10' x 10'. Exhibitor is responsible for providing their own tent, tables and chairs and for keeping his/her area and surrounding area clean and professional looking. All entrants must keep their area clean and sanitary. Trash must be kept in bags or containers. All bags must be sealed and placed in a designated area at the close of each day's operation. All boxes and additional product must be placed under tables and concealed. All display items, boxes, product, distributions of samples and literature are strictly limited to the confines of the exhibitor's booth. Additional equipment, materials and/or services required by Exhibitor must be purchased separately. Exhibitor shall pay to repair any damage to the Exhibit Facility caused by any action of the Exhibitor. Use of booths and exhibit activities of Exhibitor shall be subject to all requirements and instructions of the Exhibit Facility Management pertaining to the use of their facility. Tents must be weighted down (no ground stakes).
4. **Exhibition Schedule-** Exhibitors will comply with the official schedules established for move-in, show hours, and move out. All exhibitors will have displays ready by the official opening of the show and will not initiate breakdown or remove exhibit materials from the Exhibit Facility prior to the official closing of Greater Farmington Founders Festival.
5. **Booth Relocation** – Event Management has reserves the right to make any necessary layout changes. An Exhibitor's display space may be relocated if deemed necessary and in the best interest of the event.
6. **Sound Devices** - The use of devices for mechanical reproduction of sound or music is permitted, but must be controlled. Sound of any kind must not be projected outside the confines of the exhibitor's booth. Voice and/or music amplifications must be kept to a sufficiently low volume so as not to disturb other exhibitors.
7. **Signs-** All signs must be professionally made or appear to be professionally made. Hand written signs are prohibited
8. **Security-** Security will be provided from the beginning of the show to the end of the show. 360 Event Productions/ Greater Farmington Chamber of Commerce shall not be held responsible for the loss of any material by any cause and urges Exhibitor to exercise precautions to discourage loss due to theft in the "exhibit areas" at any time. Exhibitors are encouraged to insure their property against loss or theft and must do so at their expense.
9. **Hours of Operation** - Exhibitors agree to staff their booth during all hours that the show is in progress.
10. **Health Department** - Any Exhibitor giving away or selling of food in their booth is responsible for all health permits, rules, regulations, etc. Exhibitors are responsible for meeting all resale-licensing requirements.
11. **Conduct of Character** - Exhibitors agree to conduct themselves in a respectful, cooperative manner to event staff, volunteers and guests of the event. Any behavior deemed inappropriate by Event Management may result in expulsion from Greater Farmington Founders Festival. Furthermore, any exhibitor deemed to be causing a scene, lecturing, making political statements or using this event as an avenue for a radical display will be expelled.
12. **Insurance and Indemnity-** It is expressly understood and agreed by Exhibitor that neither Greater Farmington Founders Festival nor their employees nor their contractors shall be liable for loss or damages to the goods or properties of Exhibitor. On signing the EXHIBIT SPACE RENTAL AGREEMENT, Exhibitor releases and agrees to indemnify Greater Farmington Founders Festival, and hold them harmless from any suite or claim from property damage or personal injury (including punitive damages) by whomsoever sustained, including Exhibitor and Exhibitor's employees on or about Exhibitor's display space or arising out of Exhibitor's participation in, Greater Farmington Founders Festival expressly including such damage or injury resulting in any part of negligence of one or more of the aforementioned indemnities. The performance of this agreement by either party is subject to the acts of God, war, government regulation, disaster, civil disorder, the public enemy, curtailment or transportation facilities, or other emergency over which neither party has control making it illegal or impossible to provide the facilities to hold function. Exhibitor agrees to maintain such insurance that will fully protect Greater Farmington Founders Festival from any and all claims of any nature whatsoever, including claims under the Worker's Compensation Act, and for Exhibitor's display. Exhibitor agrees to indemnify and hold harmless Greater Farmington Founders Festival from such claims, irrespective of insurance coverage's. Exhibitor further acknowledges that insurance covering the exhibit and/or property against damage and business interruption losses are the sole responsibility of Exhibitor. In addition, the host Exhibit Facility is not liable to Exhibitor for any damage to or for the loss or destruction of any exhibit or the property of Exhibitor by fire or other casualty by an extended coverage endorsement to a fire insurance policy, whether all claims for any such loss or damage being expressly waived by Exhibitor who agrees to indemnify and hold the host Exhibit Facility Management harmless for such claims.
13. **Cancellation/Disruption of Greater Farmington Founders Festival-** Should any eventuality cause cancellation or disruption of the exhibition, Greater Farmington Chamber of Commerce/ or 360 Event Productions shall not be liable for any expenses incurred by Exhibitor other than the rental cost of the exhibit space less expenses incurred by 360 Event Productions. In no case shall the amount of refund to Exhibitor exceed the amount of the exhibit fee paid.

I have read and agree to all terms and conditions of page (1) Exhibit Space Rental Agreement and page (2) Terms and Conditions for Exhibiting at Greater Farmington Founders Festival.

Signature _____ Date _____