

## FIREHOUSE FEST VENDOR REQUIREMENTS

**PLEASE SIGN AND DATE THIS DOCUMENT AND PRESENT AT THE ENTRY GATE THE DATE OF EVENT. IF YOU HAVE NOT FILLED OUT A VENDOR APPLICATION – SEND TO ADDRESS AT THE BOTTOM OF THE FORM. YOU WILL NOT HAVE A SPACE RESERVED, SO PLEASE DO SO AS SOON AS POSSIBLE. THANK YOU.**

Please contact via email Shirley Berardo at [sberardo@homesc.com](mailto:sberardo@homesc.com) if any questions. The Firehouse at Cane Bay Fundraising Committee thanks you for your participation in the **FIREHOUSE FEST**...it takes all of us to make this event happen and we appreciate your cooperation and participation.

### Vendor Check In/Out Procedure

1. Check In/Set Up Schedule
  - a. Sunday, March 24 from 8:00 AM -11:00 AM
  - b. All displays must be ready by 12:00
  - c. Vendors are responsible for transporting all items from the designated unloading zones to booth space
  
2. Checkout
  - a. Booth breakdown does not begin until 5:00 PM – No early checkout permitted. Area must be cleared by 6:00 PM. Any exhibitor that has not checkout by 6:00 PM will incur \$25.00 fee.
  - b. Exhibitor space must be kept clean, manned and in good order.
  - c. Trash must be place in receptacles.
  - d. Empty boxes must be taken with you at the end of the event.

### Vendor responsibilities

- Exhibits must be installed so they do not extend beyond the space allocated. Distribution of printed material, souvenirs or other articles must be restricted to the space of the exhibit. No roving brochures are to be distributed outside of the vendors allocated space.
  
- Vendor spaces not previously assigned (refers to large displays not fitting the 10 x 10 limitations) will be on a first come first served basis. Approximately 100 vendors are expected, so arrive early. The map of the area is also attached below. White squares around the track is where table vendors will be located.
  
- No individual public address systems or highly flammable materials are permitted
  
- No open flames allowed. Space heaters are not permitted

- Music or audio-visual sound must not be audible outside your booth space – Exception Band
- No parking is allowed in the fire lanes or handicapped spaces. Vehicles will be towed at your expense. Parking on the sidewalk is only permitted during loading and unloading
- Can Bay high School does not assume responsibility for loss of product during the event
- The consumption and selling of alcoholic beverages is prohibited on school ground. Failure to adhere to this rule will result in removal of the vendor with no refund
- Participating vendors shall comply with all state, federal and local laws, rules and regulations during the event. Failure to do so will result in the removal of the vendor with no refund
- Each vendor will supply their own table, chairs. Extension cords and items for sale or display
- Vendors are responsible for supervising employees and staff to ensure adherence to these rules
- Booth activities deemed too disruptive may be discontinued at organizers’ discretion
- Animals are not permitted unless certified service animals.

The organizers may terminate the vendor agreement at any time upon breach of these rules and regulations. Upon termination the organizers may choose to retain all booth space rental fees paid by the vendor. The vendor hereby releases and agrees to indemnify and hold harmless Cane Bay High School facility, staff, students and representatives from any and all claims in any nature for injury or loss that may result from participation of preparation for participation in FIREHOUSE FEST. The vendor hereby consents to allow Cane Bay High School to use photographs taken during the event for publicity purposes. The vendor fully consents to emergency medical care rendered by competent personnel or hospitals should such attention become necessary during the event.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_