



OCTOBER 8<sup>th</sup> & 9<sup>th</sup>

[leedstown.org](http://leedstown.org)

Roxann @ 705-0139

## VENDOR APPLICATION

Dear Exhibitor,

It's Time for Wild West Days in Leeds. The Festival dates are October 8 & 9, 2010 on Leeds Main Street and Town Park. To reserve a booth, please fill in all the information requested below, read the contract carefully, and return with payment ASAP. Applications received after September 30<sup>th</sup> will be charged a rush fee of \$20.

Business Name .....

Your Name .....

Address ..... City: ..... State: ..... Zip: .....

Contact Phone: (.....) ..... Cell: (.....).....

Email: (please write legibly) .....

Products you intend to sell: .....

.....

Products you intend to exhibit .....

.....

Description of booth decor .....

.....

Booth with power \$50 .....

Booth without power \$30 .....

Non profit entries are \$15.00 for the first space, and \$30 each for additional spaces.

Total Amount Paid: \$ ..... Form of payment: Check #      Cash

Please make checks payable to: Town of Leeds. (no credit, internet, or phone payments possible.)

I have read and agree to obey the Vendor Rules & Regulation Form.



## VENDOR RULES & REGULATIONS

### PLEASE READ THE FOLLOWING CAREFULLY

I agree to obey the following rules for using booth space at the Leeds Wild West Days Festival:

1. Booth fee and registration must be received prior to confirmation of booth space. A rush fee of \$20 will be assessed after September 30<sup>th</sup>, 2010 and availability cannot be guaranteed.
2. Make checks payable to: Town of Leeds. (sorry, no credit, internet, or phone payments possible.)
3. No refunds allowed after September 30<sup>th</sup>, 2010. If cancellation is received prior to September 30<sup>th</sup>, 2010, a full refund will be issued.
4. Subletting or sharing of booth space is not allowed.
5. Setup will be on Friday, October 8, 2010 from 2 PM to 5 PM. All **exhibitors must check in at the information booth located in the front of the Town Hall during this time or space will be forfeited**
6. Booths are to be opened and occupied on Friday, October 8<sup>th</sup>, 2010 from 6 PM to 9 PM, and on Saturday, October 9<sup>th</sup>, from 9 AM to 8 PM. Exhibitors are expected to be at their booths during these hours.
7. Exhibitors must work and sell within the bounds of space rented.
8. Electricity will be provided to booths with power. No more than 2 outlets per booth. The exhibitors must provide all extension cords, etc. Power is standard 110 volt. Other power needs will be evaluated and accommodated if possible.
9. Booth space is 10 by 10 feet. **Exhibitors will need to provide any table or chairs.**
10. Exhibitor is required to keep booth space and surrounding areas clean at all times, and all items and debris must be completely removed from booth space prior to take down and check out.
11. Exhibitor indemnifies Town of Leeds, Wild West Days Festival, and all Leeds Cultural Committee members from any claim of harm, theft or loss.

12. The Town of Leeds is not responsible for any loss of exhibits during the Festival. The exhibitor is responsible to obtain insurance to cover any loss. Certain exhibits also require liability insurance if so deemed by the Leeds Cultural Committee. Exhibitors are advised not to leave valuable items in their booth overnight. The Festival will have roaming security around the grounds, but this does not guarantee your booth is secure.
13. There will be no body piercing, permanent tattooing, sale of firearms, sale of tobacco or liquor, phrenology, sale of items promoting illegal activities, pornography, or fortune telling.
14. All exhibits and items to be displayed or sold must receive approval prior to the first day of the festival, (provide description on prior page). The Cultural Committee, without refund, may remove exhibit or articles not approved and the cost of removal shall be borne by the exhibitor.
15. The Leeds Cultural Committee retains the right to revoke exhibitors contract and expel said exhibitor for actions deemed detrimental to the Leeds Wild West Days Festival.
16. Exhibitors may give away items such as candy, water or other prizes to attract foot traffic to their booth, and **agree to keep their area and booth clean from trash and debris.**
17. The exhibit structure and/or contents must not present a safety hazard to Festival personnel or visitors. The contracted exhibitor is responsible for any monetary damages or injuries resulting from the contracted exhibit space.
18. When the booth space has been approved, your will receive confirmation that you have been accepted by email. This may take a few weeks, so please be patient. We will do our best to accommodate space location requests, but retain the right to reassign booth spaces based on unforeseen circumstances such as too close of location of competitors, vendors requiring over sized spaces or egress concerns, etc.

**I have read all the above and agree to follow the rules set forth by the Leeds Cultural Committee**

Name ..... Date.....

**We encourage you to make a copy of this application for your records**

For fastest response, mail contract/correspondence to:

Town of Leeds  
 PO Box 460879  
 Leeds, UT 84746  
 435-879-2447  
 leedstownhall@beyondbb.com