

Vendor Space Contract Hmong Festival of Manitowoc County

This contract is made on the day of (Date) _____ by and between The Hmong Community Center, Inc. (Sponsor) whose address is 1517 Washington Street, Manitowoc, WI 54220, phone (920) 684-1228, fax (920) 684-0461, and

(Vendor) _____, whose address is: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

WHEREAS, Vendor agrees to reserve booth space from Sponsor located at Host's designated ground in Manitowoc, WI. Therefore, the two parties agree as follows:

Check booth Options: Each space required a deposit of \$100

FOOD (20' X 20') **FRUIT (20' X 20')** **Merchandise (20' X 20')** **Other (10' X 10')**

Booth Choice: 1st _____ 2nd _____ 3rd _____ (Enter the booth number based on the map layout)

Fee: _____ + _____ = _____ (Fee + deposit=Total)

Deposit money: Deposit money will be held in a non-interest-bearing trust account by Hmong Community Center of Manitowoc County (HCC) and will be mail out to vendor at the end of the event after the booth space is inspected and clear of damage.

Cancellation and Intent: If booth space is not used by 9:00am on Saturday or vendor cancels booth two weeks prior to event, only deposit will be returned.

Rules and Regulations: Vendors are required to follow Health Department regulations. If vendor violates any health regulations, there will be NO DEPOSIT REFUND.

Garbage: Vendors will agree to mark all their garbage bags with stickers provided by sponsors

Damages: The Vendor is responsible for any damage to his/her booth space ground, except for normal wear. If there is substantial damage found, the Vendor is responsible for any repair cost for his/her booth space and the deposit money will be applied toward cost of repair. Vendor is responsible for additional cost of repair if the amount of deposit money is insufficient to cover the damage material or areas. Please inspect your area prior to setting up booth.

Agreement: This contract is only an agreement between the Vendor and the Sponsor for the event on the dates above. This contract replaces and cancels any previous agreements between the Vendor and the Sponsor. Once signed and dated, this contract can only be amended with approval by the Sponsor.

Please choose one. \$25 will be deducted from your deposit if you choose to reserve your booth for next year.

- Yes, I would like to reserve my booth for next year**
- No, I do not want to reserve my booth for next year**

By signing below, I understand and agree to be bound by this contract.

(Vendor's Signature)

(Date)

**MONEY ORDER ONLY, Payable to Hmong Community Center, Inc Manitowoc.
(We will only accept payment that are received in full otherwise check will be returned)**

The Hmong Community Center Reserves the right to change location, deny and/or assign booth space according to our designed space sequence at the time of money is received. The Sponsor is not responsible for any loss, damage, stolen, or injury to the Vendor's belongs, products, and its members. FIRST COME FIRST SERVE.

For Office Use Only

Received By (Staff): _____ Date & time received: _____

Payment Method: Check No. _____ Cash Amount: _____

Reserved Booth # _____ Booth Assigned: _____

If reserved please check box: