

VENDOR CONTRACT TERMS AND CONDITIONS

2010 OREGON ASIAN CELEBRATION NON-FOOD VENDOR BOOTH SPACE

These terms and conditions are an agreement between the Asian Council/Asian Celebration Committee, hereafter called Celebration and Non-Food Vendors, hereafter called Vendor, to display and/or sell goods to visitors from **10:00 a.m. until 7:00 p.m. on FEBRUARY 20 AND 21, 2010** at the Lane County Convention Center at 796 W. 13th Avenue, Eugene, OR.

1. **SPACE AND UTILITIES:** Celebration will provide Vendor a booth space and additional requirements as indicated on the application (see below for price list). **NOTE:** *Space allocation will be made by the Celebration. The Celebration will take into consideration special requests made at the time of receipt of Vendor's application-contract and payment in full. Requests are honored ONLY on a first-come-first-serve basis.* **No phone or e-mail reservations will be accepted.**

2. **FIRE AND SAFETY:** All Vendors are required to comply with fire and life safety regulations of the city, county, and state. *(All booth materials or decorations will have to be fire retardant with an approved rating label or proof that the materials have been treated with retardant spray. Items for sale do not need to meet this requirement.)* **DISPLAYS/MERCHANDISE WILL BE KEPT WITHIN BOOTH AND/OR TABLE AREA.** Do not extend stands, furniture or goods beyond ends of tables or aisles. **(NOTE: Vendor must provide own extension cord (14 gage or +) with a resettable breaker and must have an approved cover.)** Further information on fire safety regulations will be provided to Vendors upon confirmation of acceptance. The Celebration reserves the right to terminate this contract immediately if Vendor is not in compliance with said regulations.

3. **SET-UP AND TAKE DOWN:** Vendor may begin set-up at **2:00 p.m. to 6:30 p.m. on Friday, February 19,** and/or **from 8:00-10:00 a.m. Saturday, February 20.** Vendor shall be ready and open for business by 10:00 a.m. for both Saturday and Sunday of the days of the Celebration. Vendor shall not take down and clean up until after the close of the Celebration on February 21, 2009.

TAKE DOWN is from **6:00-7:00 p.m. on Sunday, February 21.** *Vendor is responsible for clean up of the booth area.* Failure to do so may leave Vendor financially responsible for clean up charge to the Celebration by the Lane County Fairgrounds.

CHILDREN ARE NOT PERMITTED in the building during SET-UP or TAKE DOWN. Because of safety and liability reasons, **drive in of vehicles to the booth area WILL NOT BE ALLOWED.** Vendors will need to provide their own handcars if needed. Vendor to provide setup supplies, masking tape, etc. We do hope to have volunteers available if needed to help vendors unload.

4. FEES:	PAID ON/OR <u>BEFORE</u> DEC. 31, 2009	RECEIVED <u>AFTER</u> DEC. 31, 2009
	BOOTH SPACE	250.00 300.00
	(1) 110 VOLT OUTLET	90.00 110.00
	ADDITIONAL TABLE	12.00 15.00
	ADDITIONAL CHAIR	3.00 5.00

5. **DEADLINES:**
 - ♠ Program Guide Listing - December 25, 2009
 - ♠ Application - December 31, 2009
 - ♠ ******Applications received after December 31, 2009 will be charged a higher fee as reflected above, and Vendor name will not be included in the Program Guide.**

I AGREE TO THE TERMS AND CONDITIONS OF THIS CONTRACT.

DATE: _____

SIGNATURE: _____

COMPANY: _____

PLEASE SIGN THIS FORM