



Vendor Agreement

A. Safety Palooza Details

- a. Date: Saturday, October 1st, 2016
- b. Location: MISD Center For The Performing Arts
1110 West Debbie Lane
Mansfield, TX 76063
- c. Hours:
 - i. Setup: 8am-9:30am
 - ii. Open to Public: 10am-2:00pm
 - iii. Breakdown: 2-4pm

B. General

- a. Safety Palooza is a first come first served up to 100 vendors fair. Only Applicants that have submitted an application and have been accepted as a vendor will be permitted to participate as vendors in Safety Palooza.
- b. Application Process: Each proposed vendor must submit a completed Vendor Application for the 2016 Safety Palooza. A completed application MUST include a Vendor Application, signed Vendor Agreement, and photos of merchandise. Incomplete applications may not be considered. All applications must be received no later than **September 2nd by 5pm**. Applicants will be notified of their application status no later than Friday September 9th.
- c. Wait List: A wait list will be established for Applicants after the capacity has been met. If an accepted Applicant chooses to not participate, the next Applicant will be notified of their acceptance as a vendor in Safety Palooza. Payment will be due at time of acceptance.
- d. Fees: All fees of accepted vendors will be due by Friday September 16th by 5pm. Payment is NOT due with submission of an application. Accepted vendors will be able to make payment via phone or in person at the Mansfield Public Safety Building. All proceeds will benefit the not for profit CFAAA and the Mansfield Fire Safety Clown Program.
- e. Cancellations: No refunds will be made to Vendors who cancel after they have been given their acceptance to Safety Palooza and have paid.
- f. Parking: Vendors may unload at their booth and move vehicles immediately after unloading to parking in designated Palooza Vendor Parking Area. No vehicles will remain in the event area.
- g. Marketing: The City of Mansfield will be advertising with Facebook, Chamber of Commerce, M.I.S.D. Website along with other local flyers. Vendors are encouraged to market and promote their business and events via their

social media, customers, and word of mouth to contribute to the success of the event.

- h. Sales: All proceeds of a Vendor's sales shall be retained by the Vendor. Each Vendor is responsible for collection and remittance of all taxes relating to its sales and for indemnification of and hold the City of Mansfield and Safety Palooza harmless from any failure by the Vendor to collect and remit such taxes in accordance with applicable law. The City of Mansfield does not guarantee sales at Safety Palooza.
- i. All vendor booths will be 10'x10' outdoor booths. All vendors must have a tent and table for their booth. Vendors may bring a quiet generator (one that does not disturb your neighbor). If the generator is too loud, Safety Palooza staff reserves the right to ask vendor to not use said generator.
- j. Vendor Activities and Operations:
 - i. Each Vendor shall operate its business during the 2016 Safety Palooza in a good and workmanlike manner, using best efforts to comply with applicable rules and regulations and protect the safety and welfare of the patrons, invitees, and guests of Safety Palooza and the City of Mansfield.
 - ii. Each Vendor is responsible for delivery, assembly, maintenance, disassembly, and removal of all its property, including without limitation: booth set-up, booth break-down, and booth clean-up. Each vendor shall operate its business during **ALL** hours of Safety Palooza. No Vendor will break-down before 2pm. Each Vendor must vacate the premises by 4pm.
 - iii. Each Vendor shall display and offer for sale only such merchandise as identified in its Vendor Application. Safety Palooza staff reserves the right to refuse any display or items sold deemed inappropriate. The staff decision is final.
 - iv. Vendors will be responsible for their own extension cords and generators.
 - v. Vendors shall provide their own tables, tents and chairs.
 - vi. Booth set-up time will be provided to Vendors beginning Saturday, October 1st from 8am-9:30am. All Vendors must be set up by 9:30am on Saturday, October 1st.
 - vii. Each Vendor shall, at all times, be and remain responsible for its own booth and all property located therein, including without limitation, display equipment and materials, merchandise, inventory, and money. No insurance of any kind will be furnished for the Vendor. Safety Palooza and the City of Mansfield will not be able to make change.
 - viii. Vendors will adhere to all MISD rules and regulations while on school property, the use of tobacco and alcohol is prohibited. No fire arms or weapons are allowed on school property. Any materials deemed inappropriate by the MISD will not be allowed.
- k. Bad Weather: Safety Palooza will go on rain or shine. No refunds will be issued due to bad weather.

I have read the rules and regulations of Safety Palooza and agree to abide by the established rules. I understand if I do not abide by the rules and regulations, I will be asked to remove all merchandise and a refund will not be issued. I realize that if I cancel my registration, I will not be issued a refund. I hereby release the City of Mansfield, Mansfield Fire Rescue, MISD and the Safety Palooza staff, its employees, agents, and volunteers from all responsibility in the event of a personal injury, or loss, damage, or theft of merchandise.

Signature

Date