



Vendor Agreement

Please read the following agreement carefully, as several terms have changed.

Event Dates:

| | | |
|--|----------------------------|---------------------|
| Wednesday, December 4th and Thursday, December 5th, 2019 | | SET-UP |
| Thursday, December 5th, 2019 | 6:30 P.M. until 9:30 P.M. | PREVIEW PARTY |
| Friday, December 6th, 2019 | 10:00 A.M. until 8:30 P.M. | HOLIDAY HOUSE EVENT |
| Saturday, December 7th, 2019 | 10:00 A.M. until 8:30 P.M. | HOLIDAY HOUSE EVENT |

IMPORTANT!

1. Vendors who pay their full balance before October 18th will receive a 10% discount on their total booth fee! After that date, applications will be accepted no later than November 22nd. No additional discount will be applied.

2. **Participation** and **location** of the Vendor will be determined and assigned by the Holiday House Chair and Vendor Jury.
3. Vendors are responsible for setting up and tearing down all units he/ she operates at the event. Vendors will provide all equipment, including extension cords and hose, to operate his/her unit.
4. Vendors must report to booth each day by 9:45 ready to open. All working in booth **MUST** wear vendor tag. All those not identified will be charged admission.
5. Vendors must provide chairperson with names of relief workers to sign in at front gate and get vendor tag for identification purposes.
6. Tear-down cannot begin before 8:30 P.M. Saturday evening, unless otherwise cleared with Holiday House chairperson.
7. Collection of sales tax and submission to the City of Sulphur is the sole responsibility of the Vendor.
8. No electrical heaters will be permitted. If available and permissible by Fire Marshall, Holiday House/SPAR will make efforts to provide heat but it is not guaranteed.
9. No refunds will be given in the event of inclement weather. The event takes place in rain or shine, unless otherwise decided by the Brimstone Historical Society.
10. Each **new** vendor is required to turn in photos along with his or her application. These photos may be used in promotional materials, and will be one of the primary sources that the Vendor Jury will use to decide if the vendor can participate in the event.

11. Each booth is given two free entry passes for workers. Price for additional workers - \$5.00 for 3rd pass and \$10.00 for 4th pass. Max passes = 4.

By signing this contract, I understand and agree with the following:

1. Holiday House Market will decide whether or not I have a booth.
2. **I agree to turn in a deposit of at least 1/2 my booth fee with this application. I also agree to pay my full balance by November 22nd.**
3. I agree with the terms and conditions on this page and the next.

Vendor: _____

Date: _____

2019 Holiday House Market at Christmas Under the Oaks

Exhibitor Application / Contract

Page 1

I, _____ (Print name of individual making application), hereby make application for exhibitor booth space(s) during the 2019 Holiday House Market at Christmas Under the Oaks.

I am enclosing:

1. Either the total amount for the booth space I am requesting **OR** a non-refundable deposit equaling ½ of booth space amount with this application, dated no later than **November 22nd**.
(Please no cash, only checks.)
2. **Photos** of product(s) that I will be selling which accurately portray the quality of goods that will be sold.
Previous vendors selling same general product are exempt from this action.
3. **This application** and the **vendor agreement** on the following page.

I understand that:

1. The remainder of my fee must be RECEIVED by **November 22nd, 2019** by Holiday House management. Any applications received after that date may result in loss of space.
2. The Holiday House Vendor Selection Jury has the final say whether or not I am allowed to participate in the event. Some criteria considered by the Jury include, but are not limited to:
 - a. Quality and uniqueness of product
 - b. Neatness of display
 - c. Congeniality of exhibitors
3. Rental fee is good for the entirety of the event.
4. Due to inconsistencies in dimensions of available spaces, Holiday House management reserves the right to determine what constitutes a "booth space," with said space being as near the stated size as possible.
5. **I must supply all of my own fixtures, including tables, chairs, extension cords, etc, or rent them from the market. I am required to decorate my space in a festive manner. I must have a floor length table cloth over any bare tables.**
6. I understand that the Preview Party is to take place on Thursday from 6:30 - 9:30 P.M., and I must be set up before that time, or my space may be forfeited and resold with no refund.
7. I am responsible for collection and payment of all applicable local, state, and federal taxes.
8. The Brimstone Historical Society, members, staff, volunteers, Sulphur Parks & Recreation, and City of Sulphur are not responsible for injury to, or the safety of the exhibitor, or the property of the exhibitors from theft, damage by fire, accident or natural disaster, and are hereby released from any and all liabilities.
9. **Holiday House management is not responsible for any acts of nature, including but not limited to inclement weather and any other force of nature which may result in loss of sales, damage to goods, etc.**
10. My fee will be held until it is determined whether or not I am selected to be a participant. If my application is rejected, my original check or one from Brimstone Historical Society will be returned.
11. All decisions of Holiday House Market Management are final. There will be **NO REFUND** of booth spaces. The booth fee is due, regardless of whether the event is cancelled or rescheduled due to an act, event, or catastrophe for which market management is not responsible.
12. All applications for Holiday House in Sulphur are reviewed to achieve a balance of products offered. Holiday House will actively take steps to limit specific types of products if the market is over-saturated.

If your product is not invited to the market, it may not reflect on the quality of the product, but rather based on Holiday House's stated criteria and may not meet the needs of a balanced product mix. Event coordinators have the final say as to whether a product will or will not be allowed.

2019 Holiday House Market at Christmas Under the Oaks

Exhibitor Application / Contract

Page 2

I understand that failure to comply with the terms and conditions on this contract / application may cause me to not be invited to participate in future Brimstone Historical Society / City of Sulphur sponsored events. All decisions of the 2019 Holiday House Market Committee are final.

I hereby make application to exhibit and/or sell the following crafted items.

Please type or print clearly:

Business Name: _____

Contact Person: _____ Email: _____

Address: _____ City/ST/ZIP: _____

Phone: _____ Products to be sold: _____ Secondary Products: _____

Booth Locations:

Arts & Crafts Tents:

**** ALL TENTS HAVE FLOORING**

____ 10' x 10' Booth = **\$180.00**

(After 9/21, the price is: \$200)

____ Electricity = \$25.00

Mines House Spaces:

____ 1/2 room = **\$225.00**
(After 9/21, \$250.00)

____ full room = **\$400.00**
(After 9/21, \$500.00)

**PRICES IN RED ARE ONLY
GOOD BEFORE October
18th.**

**Prices in (parentheses) are
AFTER October 18th.**

For Holiday House spaces, please contact Thom Trahan at 337-527-0357 for a list of currently available spaces and prices.

For your reference:

Before October 18th, all spaces are \$3.15 per square foot.

After October 18th, the price will increase to \$3.50 per square foot.

An average room in the Holiday House costs around \$360, and the average room size is 115 square feet.

*** Please make checks payable to:

Booth Fee(s): \$ _____

Tables _____ x \$5.00 each: _____

Chairs _____ x \$2.00 each: _____

Electricity: (\$25 for tents) _____

Total: _____

Amount enclosed: _____

Brimstone Historical Society

and write **"CUTO"** in the memo section.

Mail completed packets, photos, and checks to:
Thom Trahan

Holiday House @ Christmas Under the Oaks
900 S. Huntington St.
Sulphur, LA 70663