

Vendor Agreement
March 29, 2019 – 4pm – 9:30pm
Stephens Performing Arts Center



Vendor Name _____

Party Responsible _____

Terms & Conditions:

1. By signing this agreement, exhibitor agrees to all terms outlined herein and to release Idaho State Journal, ISU and Stephens Performing Arts Center and all sponsors from the liability for any personal injuries, theft, damage, or loss of property (damages) that might occur as a result of exhibitor's participation, or to remove any participant from the event for failure to abide by these conditions. Participate is also required to have liability insurance.
2. Booth rental is for Friday, March 29, 2019 at the Stephens Performing Arts Center, Pocatello from 4 pm to 9:30pm.
3. Set-up will begin at 2:00pm and must be completed no later than 3:30pm. Please, let us know as soon as possible if your display requires you to start set-up before 2:00pm.
4. Participants will set-up and break down their own booth. Break down of booths will not begin before 9:30 pm. Participants are responsible for maintenance and clean-up of their booth area. You are required to dispose of your own trash. Please provide a refuse container at your booth to control litter.
5. Exhibitors are responsible for any local, state or federal laws applicable to their business. Exhibitors agree to collect and remit all sales taxes, pay any business fee, and/or government fines as legally required.
6. Exhibitors are required to provide a copy of proof of the necessary permits from the Southeast Idaho Public Health Department for food beverage preparations.
7. All necessary paperwork must be provided to Idaho State Journal no later than March 22, 2019.
8. A table and 2 chairs will be provided.

Booth size:

Single 1 table \$60

Double 2 tables \$120

Electricity – we cannot promise you electricity, if you need electricity please mark the box and we will do our best to place you by a 110 outlet.

Business Name: _____

Contact Name: _____

Address: _____

Phone number: _____

Email: _____

Category of Booth Activity:

Food

Sales Information

Activity

Food & Beverage Served: _____

Exhibitor Signature / Date: _____