



2014 Wedding & Event Showcase VENDOR CONTRACT

Sunday, April 6, 2014 at the Evergreen Lake House

EVENT DETAILS:

Date: April 6, 2014
Time: 1 pm – 4 pm
Cost: Complimentary to Attendees
Location: Evergreen Lake House
Payment Due Date: March 5, 2014

VENDOR DETAILS:

Name of Organization: _____

Primary Contact: _____

Phone: _____

Email: _____

I _____ have paid _____ will pay the following to EPRD for my vendor location at the 2014 Wedding & Event Showcase:
_____ \$250 Vendor Table (6' banquet table)

My menu and/or merchandise items are:

(Additional food/beverage items not listed above must be approved by EPRD prior to event)

TERMS OF VENDOR PARTICIPATION IN 2014 WEDDING & EVENT SHOWCASE:

- After the vendor fee is received, Vendor will keep 100% of its revenue from participation at the event.
- Vendor will have a 6' banquet table with limited space behind, in which to operate.
- Vendor may promote their company throughout the entire event and hand out any promotional material as well, but must contain activity to Vendor's designated site.
- Vendor is responsible for all its own logistical needs, equipment and supplies.
- Power to Vendor's site is not provided unless vendor makes special arrangements in advance by agreement with Lake House Staff. If power is needed, Vendor must contact Lorna Bleck at EPRD, lbleck@eprd.co or 720-880-1310 by March 5, 2014.
- **Vendor will arrive for set-up at 11:00 am (event opens at 1:00 pm).**
- **Vendor will stay through the entire event, until 4:00 pm**, unless the event ends early due to unforeseen circumstances.
- **Parking is limited;** vendor is permitted one parking spot in the area at the Lake House designated for vendor parking.
- Vendor may drop off items at the entry gate upon arrival, then will be required to move vehicle to designated vendor parking -- not next to booth.
- **Vendor may not sell alcoholic beverages.**
There will be no refunds of received monies from EPRD. The event will proceed regardless of weather conditions and event attendance is not guaranteed.
- This event aims to be sustainable and low-waste, so Vendor agrees to use sustainable items and/or limit waste as much as possible.

I have read and agree to the 2014 Wedding & Event Showcase terms above and the General Terms set forth on the back of this agreement.

Name of Organization: _____ Authorized Representative, Name & Title: _____

Signature: _____ Date: _____

EPRD Representative Name & Signature _____ Date: _____

Payment is due by March 5, 2014

Make all checks to Evergreen Park & Recreation District

Mail to: Evergreen Park & Recreation District

Attn: Wedding & Event Showcase

29612 Upper Bear Creek Road

Evergreen CO 80439

Please complete this form and return to Lorna Bleck by hand, mail or via email at lbleck@eprd.co.

Questions? Please call Lorna Bleck at (720) 880-1310, or email lbleck@eprd.co.



GENERAL TERMS OF VENDOR PARTICIPATION WITH EPRD

1. Vendor signature on the front of this form indicates that Vendor has read and agrees to these General Terms and Event Terms.
2. Vendor will not sell any food or merchandise except as described and agreed upon prior to the start of the event.
3. Vendor will not nail, staple, tape or tack to any woodwork, concrete walls or other EPRD property. Any signs or graphic materials to be posted in Vendor's area must be approved by EPRD prior to the event.
4. ALL FEES ARE NON-REFUNDABLE UNLESS OTHERWISE STATED IN THIS AGREEMENT. It is understood that event attendance is not guaranteed and there will be no refunds of received monies from EPRD. The event will proceed regardless of weather conditions. Refunds will not be issued because of inclement weather.
5. It is Vendor's responsibility to ensure that their table is set-up with the safety of others in mind. Vendor will maintain table and its operations in strict sanitary condition at all times. Vendor will be professional, respectable and conduct good business to the customers and associate vendors according to these regulations.
6. Prior to the start of the event and during the specified event times, Vendor agrees at its cost and expense, to comply promptly with all laws, ordinances, rules and regulations as required by Federal, State and City governing agencies affecting the operation of its food sale area, including but not limited to the generality of the foregoing and a Colorado State Sales Tax License.
7. Vendor is responsible for paying Colorado State Sales tax relating to income from the event.
8. Vendor agrees to comply with all Colorado State licensing.
9. Vendor is responsible for the full clean-up of its area, as well as litter and refuse. All trash must be removed from its area by one (1) hour after the end of the event.
10. EPRD will not be held liable for items lost, stolen or damaged. Vendor accepts full financial responsibility for any damages done on Vendor's part, Vendor's associates, and Vendor's table area. Vendor is responsible for items left overnight.
11. Vendor acknowledges this is not a joint venture or partnership between Vendor and the Evergreen Park & Recreation District.
12. Vendor agrees to the terms & conditions set forth by The Evergreen Park and Recreation District for the event planned, which are not necessarily all in writing.

13. Vendor will release EPRD, its agents, officers and directors of any and all liability and claims that may arise from any injuries, damages or losses suffered or incurred by Vendor or to its property in connection with this event. Vendor shall defend, indemnify and hold harmless EPRD, its agents, officers, employees, promoters, organizers, other associates, businesses, and myself, from and against all actions for personal injury, property damage or death arising or resulting from or in connection with the operation of its concession, including claims by its employees. Further, Vendor agrees that this release is binding on its heirs, executors and assigns.
14. Failure to comply with the above rules is considered a breach of contract agreement and shall result in termination of this contract, and removal from the premises.
15. GREEN REQUIREMENTS: Vendor commits to comply with EPRD's environmental requests, including using only recyclable, reusable, biodegradable or compostable products. NO products made of Styrofoam or non-recyclable plastic are permitted.

NOTE: Plastic cups (#1-6) are accepted at most recycling centers along Colorado's Front Range. 100% biodegradable products include utensils, plates, cups, to-go containers, soup containers, deli containers, straws, dome lids, flat lids, soufflé cups and garbage bags. EPRD will provide onsite recycling of paper, cardboard, plastic, glass and metal.