



**September 11, 2021**

**Food & Vendor Booth Application & Agreement**

Please read the following agreement, fill out the application and enclose a check or money order in the amount of \$25.00 to: Rock Springs Renewal Fund.

We hereby apply for a concession space at the ARTember, September 11, 2021. The festival is open from 10 am to 4 pm.

Name/Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Emergency Contact \_\_\_\_\_

Food products to be sold \_\_\_\_\_

\_\_\_\_\_

**Vendor fee \$25 Payment Due By August 1, 2021**

**Requirements:** Along with a completed application, the vendor must provide a business license and insurance that provides additional coverage for the City of Rock Springs, Urban Renewal Agency

By signing this agreement you expressly release the City of Rock Springs, Urban Renewal Agency, and Rock Springs Renewal Fund, Inc. from any and all liability for any damage, injury or loss to any person or goods which may arise from the rental and occupation of exhibit space by the applicant (s). You agree to hold the City of Rock Springs, URA, and Rock Springs Renewal Fund, Inc. harmless of any loss or



damage by reason thereof. You also agree to comply with all state and local regulations in the operation of your food booth. You agree that you have read and agree with the food booth policies as outlined below. The URA may choose to terminate this agreement at any time if you choose not to abide by our food booth policies. The URA reserves the right to make changes to this agreement as needed. You understand your vendor fee shall not be refunded in the event that you do not attend or if all or part of the festival is cancelled due to fire, calamity or any other act of God, public enemy, strikes, statutes or ordinances or any legal authority or any cause beyond our control.

## Food Booth Vendor Agreement

### Requirements

- 1) Vendor agrees to sell, distribute or display only the items listed and described on the application.
- 2) Vendor shall pay a fee of \$25 at time of application.
- 3) Failure to pay the vendor fee by the due date will result in the forfeiture of spot
- 4) Vendor agrees to stock sufficient inventory, supplies or commodities to adequately service the anticipated attendees at the festival.
- 5) Vendor is responsible for providing the entire contents, decorations, and fixtures needed to complete their booth; including but not limited to: tent, chairs, etc.
- 6) Applications and space assignments will be accepted on a first come first serve basis. You will be notified within 5 days of receipt of your vendor application if you have been accepted or denied a space at the event.
- 7) Vendor agrees to indemnify and hold ARTember, its presenters and the Urban Renewal Agency harmless from claims or causes of action arising out of or in any way connected with the activities of the vendor, or sale by the vendor to the attendees of its products, at festival site.
- 8) If in the judgment of the Urban Renewal Agency the manner of the operation of the booth or the quality of the merchandise or services does not meet the requirement of this agreement, or if the vendor is in default of any other term of this agreement, the Urban Renewal Agency may terminate this agreement in part or in its entirety.
- 9) Vendor may terminate this agreement at any time with the understanding that the fee will be forfeited without the availability of a whole or partial refund.

### Set up / Tear down

- 1) Vendors are allowed to set up their booth(s) during the designated time of 7am – 9 am the day of the event.
- 2) All vendors must be set-up and prepared by 10 am the day of the event.
- 3) Food vendors **MUST** provide their own means to wash hands and clean cooking utensils to comply with all Sweetwater County Health Department regulations
- 4) Concession booths are expected to remain open throughout the entire event. Concession booths who close early, or run out of supplies, will forfeit their priority for the next year's event.
- 5) Electrical outlets are not guaranteed. Plan on using your own alternate energy source to serve your product.

*(All food service is subject to health and safety inspections by Sweetwater County Health Department Officials and/or Fire Marshall)*

Signature \_\_\_\_\_ Date \_\_\_\_\_

