

Valencia County Community EXPO Vendor/Craft Fair Application

www.vcexpo.com

Vendor Contract:

PO Box 1264
Los Lunas, New Mexico 87031

February 4, 2012
9:00am-2:00pm
Cowboy Hall
1040 Arena Rd, Bosque Farms, NM 87068
Contact: Anna Hartline 505-688-3858
Dustie Hollaway 505-414-4138

The Valencia County Community EXPO is hosting a craft fair.

- Each Vendor/Exhibitor please submit a product valued at least \$15.00 for a raffle basket (please bring with you the day of fair)
- Please print or type all information
- List the products/and or services you plan to sell/ or products you plan to display
- Please note the rules regarding set up and take down time

Exhibitor/Vendor Information

Company	Name	(DBA)
_____	_____	_____
Name _____		
Address _____		
Phone _____	Email _____	Fax _____

List of Products and/or Services

You must list ALL products and/or services that you will be selling or displaying at the Fair. Your contract will be processed on the basis of this application. Once a Contract is issued, you may not offer additional items without approval. Violations may mean cancellation of contract and forfeiture of monies paid as well as expulsion from Fair. For additional space, please list on back of application.

Rental Rates and Space Request

3 x 8 Table Rental
DEADLINE for rental

\$25.00
February 1, 2012

Please provide your own table cover

Set up time will start at 7:30 am Saturday February 4th 2011. Building will open to public 9:00am February 4th 2011. Building will close to public at 3:00pm with building closing at 4:00pm. All exhibitors will be expected out of the building by 4:00pm.

Additional requirements:

Applications may be printed from www.vccexpo.com and mailed to:

33 Valencia Road
Peralta NM 87042

or P.O. Box 1264
Los Lunas, NM 87031

OR Dropped of at: Damacio's Chili Shack
19723 HWY 314 (85)
Belen (Los Chavez), NM 87002

All hours of operation must be maintained

Please sign below indicating you have read and understand all fees, rules deadlines and product guidelines as explained above.

EXHIBITOR/ VENDOR

Booth spaces are on a first come first served basis. Your booth space will be reserved when ALL money has been received. Upon receiving application and payment, you will be sent confirmation, including receipt.

Please Keep a copy of these rules for your reference and return a signed and dated copy with your application.

Valencia County Community EXPO or VCCE

Your completed application form with your signature, will confirm to us that you have read and understood all rules a regulations concerning vendors at the Craft Fair.

Acceptance

This application becomes a contract when accepted by VCCE. You will receive a confirmation email/letter along with any additional instructions that may be necessary

Insurance/Risk of Loss

Exhibitor agrees and acknowledges that all risk of loss to any Exhibitor's equipment, displays or merchandise shall be borne by Exhibitor and not by The VCCE, regardless of whether the loss is caused by weather, fire, theft or other causes.

Operation

Exhibitors must keep their exhibit open and staffed at all times during the event hours. The VCCE reserves the right to restrict exhibit to a maximum noise level, and to suitable methods of operation and display of materials. Exhibitors will not be allowed to "vend" from racks and/or tables that are not located completely within the rented space. If for any reason an exhibit or its contents is deemed objectionable, the exhibit will be subject to removal. This reservation includes, but is not limited to, persons, things, conduct, printed matter or any item of poor character that the VCCE, in its sole discretion, deems objectionable. In the event such an eviction or restriction occurs, all monies paid by Exhibitor shall be forfeited. Each exhibit must remain within the confines of its space (s). Attendants, models, and other employees must confine their activities to the space(s) occupied by the exhibitor. Approves handouts, including literature, and souvenir items, and any and all promotional items, and any and all promotional materials, can be distributed only from Exhibitor's space. Literature and/or other promotional materials cannot be handed out, left for display, or otherwise distributed in any other area at any time without written permission from the VCCE. No solicitation of any sort shall be conducted outside of Exhibitor's space.

Security

The VCCE and its management are not responsible for any theft, damage, etc. that may occur during the Craft Fair.

Electricity

Electric outlets are available. You will need to supply your own extension cords. PLEASE be very specific when stating your electrical needs on the application form.

Parking

General parking available

Restricted Merchandise

Vendors may NOT sell fireworks or other potentially dangerous or offensive merchandise. This includes "cap snappers". No space, either indoor or outdoor will be rented to serve food other than packages nuts, candies, etc.

Cancellation

All cancellations must be in writing and subject to the terms and conditions in this agreement. No refunds will

be issued after February 1, 2012.

Fire, Safety, and Health Regulation:

Exhibitor agrees to comply with local, city and state laws, ordinances and regulations covering fire, safety, health and all other matters. All exhibit equipment and materials will be reasonably located within the space protected by safety guards when appropriate.

Liability

Neither the VCCE nor any sponsor associated with the event, their officers, directors, agents, and employees, (“Releasees“) are responsible for any injury, loss, or damage from or to any Exhibitor, its staff or property. Exhibitor, upon execution of this contract, expressly releases the lessees from any and all claims for loss, damage or injury and agrees to indemnify lessees against such claims. To prevent lost or stolen articles, all items must be securely fastened to display boards or locked up when space is unattended. The VCCE shall not be held responsible for the Exhibitor’s merchandise. All exhibitors are responsible for proper protection of their merchandise. Any and all restrictions enforced or imposed by the VCCE must be observed by Exhibitor.

No responsibility is assumed by the VCCE for goods delivered to the EXPO, or for materials left in the exhibit space. Exhibitors wishing to insure their display materials or components thereof, including merchandise, must do so at their own expense. The parties expressly acknowledge and agree that no employee employer relationship exists between Exhibitor and the VCCE and that the Exhibitor is acting as an independent contractor at all times material hereto.

UNDER NO CIRCUMSTANCES SHALL THE VCCE BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL OR OTHER DAMAGES OR EXPENSES. THE VCCE SHALL NOT BE SUBJECT TO ANY LIABILITY OR OBLIGATION NOT EXPRESSLY ASSUMED HEREIN, WHETHER ARISING OUT OF BREACH OF CONTRAT, WARRENTY, TORT OR OTHER THEORIES OF LAW, AND EXHIBITOR WARRENTS AND AGREES TO INDEMNIFY THE VCCE FROM SUCH LIABILITY AND SUCH INDEMNIFY SHALL INCLUDE INDEMNIFICATION FROM CLAIMS BY EXHIBITORS’ EMPLOYEES OR AGENTS.

If for any reason the event is not held, Exhibitor’s deposit/fees will be refunded in their entirety, except for any cost already incurred on behalf of the Exhibitor. The event will not be cancelled because of weather; therefore, no refunds will be given as a result. Exhibitors are responsible for protecting themselves and/or their property against weather.

Signature _____

Date _____