

Van Buren District Library 2019 Wellness Festival

Please read all sections of the Exhibitor Agreement, sign and mail these forms, along with a \$25.00 deposit check made out to Van Buren District Library, C/O Kayla Jellies, VBDL Antwerp Sunshine Branch, 24823 Front Street, Mattawan, MI 49071.

Contact Name: _____

Organization Name: _____

Address: _____

Email: _____

Phone: _____

Website: _____

The Van Buren District Library 2019 Wellness Festival is a coming together of all things health and wellness related. How is your informational table relevant to that theme?

What do you plan on having at your table?

VBDL 2019 Wellness Festival

EXHIBITOR AGREEMENT

1) Exhibition Space

- a) Van Buren District Library will provide, for a refundable deposit check of \$25, Exhibition spaces that include two (2) chairs and one (1) 6 ft. table. All additional equipment and furnishings are the responsibility of the Exhibitor. Van Buren District Library will assign table locations.
- b) Exhibitor will keep areas clean and is responsible for any damage to venue. Exhibitor agrees to leave the area clean at the close of the show.
- c) No smoking or alcohol is allowed in the event venue at any time. Exhibitors are responsible for following the policies of the event center and its adjoining campus.

2) Reserving Exhibition Space and Sharing Space

- a) Exhibitors must agree to Exhibitor's Agreement in order to reserve space for the event.
- b) When cancelling reservation of exhibit space, Exhibitor must give at least 2 weeks' notice prior to event of the cancellation to allow appropriate time to find another Exhibitor to fill the space. Otherwise the deposit of 25.00 will become a donation to Van Buren District Library.
- c) In the case of more than one Exhibitor sharing a booth; the person whose name appears on this agreement assumes full responsibility for that booth.

3) Display and Merchandise

- a) Exhibitor agrees to remain set up for all hours, 10am to 2pm, of the Van Buren District Library 2019 Wellness Festival, Located at the Antwerp Activity Center 24821 Front St, Mattawan, MI 49071. No early breakdown is allowed without the prior consent of the Van Buren District Library 2019 Wellness Festival.
- b) Exhibitors who leave early without making prior arrangements with the Van Buren District Library 2019 Wellness Festival, or do not attend after reserving exhibit space will lose their deposit and the deposit will become a donation to the Van Buren District Library.
- c) Exhibits are subject to approval of Van Buren District Library 2019 Wellness Festival to comply with regulations and all decisions regarding the display of material shall rest solely with Van Buren District Library. Exhibitor agrees that all merchandise for sale is legal
- d) Adult material: Exhibitor agrees not to sell or distribute any adult material to minors. All adults-only material must be either behind the table, or, if displayed on a table or display rack, bagged or covered so that minors may not open it.

4) Sales Tax

- a) Exhibitors are responsible for collecting Michigan Sales Tax (6%) and following State law.

5) Security and Liability

- a) Although staff will be throughout the event ultimately the Exhibitor is responsible for their own security during show hours.
- b) Van Buren District Library is not responsible for any theft or loss.
- c) Exhibitors assume entire responsibility and hereby agrees to protect, defend and save the event harmless against all claims, losses and damages to person or property, governmental charges and or fines and attorney fees arising out of or caused by exhibitors installation, removal, occupancy or use of the exhibition premises or any part thereof.

6) Amendments

- a) Van Buren District Library shall have the full power in the interpretation and enforcement of all agreement regulations contained herein, and the power to make such amendments thereto, and such further rules and regulations as shall be considered necessary and proper. Failure to abide by the terms of this agreement may result in rejection from the Wellness Festival or loss of space at future events. The foregoing represents the agreement between the undersigned Exhibitor and the Van Buren District Library, the promoters of the Van Buren District Library 2019 Wellness Festival, for the festival on October 19, 2019

I understand and agree to the terms of this agreement.

Signature _____ Date _____

Title _____