



OFFICIAL VENDOR AGREEMENT
August 20, 2018
4:00 – 7:00pm
Old Town Pavilion, 420 N Main St.

1. By signing this agreement, exhibitor agrees to all terms outlined herein and to release the CommUniversity Committee, The Greater Pocatello Chamber of Commerce, The City of Pocatello, The Idaho State Journal, Idaho State University, KPVI – TV 6, and Old Town Pocatello, Inc., from liability for any personal injuries theft, damages, or loss of property that might occur as a result of participation in the 2018 Welcome Back Orange and Black event. The CommUniversity Committee reserves the right to refuse any application or to remove any participant from the event for failure to abide by these conditions.
2. Booth space is available from 4:00 p.m. to 7:00 p.m. Do not remove booths or begin cleaning up prior to 7:00 p.m.
3. Set up will begin at noon and must be completed by 3:30 p.m. Specific set up zone times will be emailed the Friday before the event. Parking in designated areas will be provided for exhibitor vehicles.
4. Participants will set up and break down their own booths and are responsible for maintenance and cleanup of their booth areas. You are required to dispose of your own trash.
5. If you are using a canopy, each leg must be secured with 40 pounds to ensure it won't be blown over in the event of high winds.
6. Exhibitors are responsible for any local, state, or federal laws applicable to their business and are required to collect and remit all sales tax, pay any business fee, and/or government fines as legally required.
7. Exhibitors are required to provide a copy of proof of the necessary permits from the Southeastern Idaho Public Health Department for food and beverage preparation and restaurants must have a local health permit.
8. All necessary paperwork, including the Booth Fee and \$25 Electrical Fee, if electricity is needed, must be received no later than Friday, July 27, 2018.
9. Participants are responsible for providing their own table, canopy, chairs, power cords, power strips and supplies for their 10 x 10 booth space.
10. Cancellation of booth reservation must be made before August 6, 2018 to receive a full refund.
11. For those restaurants/eateries who agree to bring a minimum of 500 food samples, the booth fee will be waived. There is a \$50 refundable deposit to hold the booth space; this is due Friday, July 27, 2018, and will be returned after the event.

Please return all 3 signed pages of this agreement to PO Box 222 Pocatello, ID 83204. Be sure to keep a copy for your records.

Authorized Signature and Date



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CONTACT INFORMATION

Exhibitor/Business Name _____

Contact Name _____

Contact Phone _____ Business Phone _____

Contact Email _____

Business Location Address _____

Mailing Address _____

Emergency Contact _____ Emergency Phone _____

BOOTH ACTIVITY

Please be as specific as possible.

Activity Planned:

Will you be providing?

- Samples **A minimum of 500 food samples is required for food vendors to receive a free booth space.*
- Coupons
- Prizes

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PAYMENT

Payment is due with signed agreement no later than July 27, 2018 to PO Box 222 Pocatello, ID 83204

General Vendor

- Commercial/Service \$250
- Non-Profit Organization \$50
- Electrical Fee (if appl) \$25

Total Enclosed \$ _____

Eatery

- Minimum of 500 food samples
- Refundable Deposit \$50
- Electrical Fee (if appl) \$25

Total Enclosed \$ _____

If electricity is needed please provide separate checks.

METHOD OF PAYMENT

Check (make check payable to CommUniversity)

Credit Card

Card Type Visa MasterCard American Express

Name on Card _____

Card Number _____

Expiration Date _____

Mailing Address _____

Phone _____

When payment is being processed we will call to get the security code from the card.

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Check List

Keep this check list to assist in your planning for Welcome Back Orange and Black!

Sending in Vendor Agreement

- Complete contact information
- Signature on all 3 pages
- Completed payment information
- Payment is included
- Electrical fee is included, if needed

Planning for the Booth

- Tables, Chairs and Materials
- Canopy, recommend
- Canopy Weights, 40 pounds each leg *REQUIRED for canopy use*
- Booth activity, samples, coupons, prizes etc.