

# Riverside Academy

## 2019 SPRING FEST COMMITTEE

### SPRING FEST BOOTH AGREEMENT

GROUP/ORGANIZATION NAME \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ PHONE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

NAME OF BOOTH \_\_\_\_\_

DESCRIPTION (List items being sold, games played, etc. Please include prices and what type of prizes will be won. You are allowed 2 main items with no duplication, all smaller items, ex: tattoos, invisible ink, trinkets and confetti eggs can be added by anyone.)

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Electrical Requirements: \_\_\_\_\_

I will require (number) \_\_\_\_\_ of 10x10 ft. spaces.

A deposit of \$100.00 per 10 x 10 ft. space is required. Please make checks payable to Riverside Academy.

#### **The Riverside Spring Fest Committee agrees to supply the following:**

- A 10 x 10 space only. (Tents, lights, extension cords are the responsibility of the vendor)
- Electricity (Only if absolutely necessary for the management of your booth.)

#### **The vendor agrees to supply the following:**

- 10x10 ft. pop-up tent.
- Start-up change, Cash Box. (The festival bank will be able to break large bills and supply change as needed after initial start-up).
- All booth supplies (Pens, pencils, tape, scissors, calculators, etc.)
- Lights, Extension Cords, tables and chairs

- Booth signs, table covers.
- You may decorate your booth with balloons, streamers, etc. for added visibility.

**Hours of Operation:**

**Friday, April 12** – booth should be set-up and open at 5:30 and remain open until 8:00 PM. The festival will close at Midnight.

**Saturday, April 13**– booth should be set up and open at 10:30 AM and remain open until 8:00 PM. The festival will close at Midnight.

**Sunday, April 14** – booth should be set up and open at 10:30 AM and remain open until 6:00 PM. The festival will close at 8:00 PM.

**Rules & Regulations**

- Items sold in booth should be appropriate for a family festival. **No stink bombs or silly string please!** The committee reserves the right to ask that inappropriate items be removed.
- Please keep booth and surrounding area clean. Pick up trash, spills, etc.
- Empty garbage cans whenever possible.
- Soft Drinks, bottled water and beer will be sold throughout the festival, so no ice chests please!
- At the conclusion of the festival each night, make sure that all personal items are picked up and cover/store games in the gym or cafeteria.
- Please unplug all equipment when booth is not occupied. Try not to leave booth unattended.

I, \_\_\_\_\_ agree to abide by the rules as stated in the Spring Fest Booth agreement. Riverside Academy is not responsible for any items lost, damaged or stolen as a result of Spring Fest.

**WAIVER**

I hereby hold the sponsors and organizers of the event, including but not limited to, Riverside Academy, harmless from any liability of any kind or nature for personal injury or property damage suffered while participating in this event.

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