

Riverside Academy

2022 SPRING FEST COMMITTEE

SPRING FEST BOOTH AGREEMENT

GROUP/ORGANIZATION NAME _____

CONTACT PERSON _____ PHONE _____

MAILING ADDRESS _____

NAME OF BOOTH _____

DESCRIPTION (List and attach pictures of 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.

A fee 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:
PLEASE READ CAREFULLY-----CHANGES HAVE BEEN MADE

- RA will provide a 10 x 10 space only. (Tent, lighting, extension cords are the responsibility of the vendor)
- BOOTH SPACE is assigned by the Spring Fest Committee Chairman

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.
- **NEW:** You may decorate your booth according to this year's racing theme "Ready. Set. Let's Spring Fest". Awards will be given to the most creative booth(s) provided by the Spring Fest Committee

Hours of Operation:

Friday May 13 – OPTIONAL DAY- booth set up to begin at 4:00PM. Festival booth times is from 6:00PM to 9:00PM. Festival grounds will be closed to vehicles at 5:30pm.

Saturday, May 14– booth should be set up by 10:30AM, ready to open for 11:00 AM and remain open until 8:00 PM. The festival will close at 11:00pm. Festival grounds will be closed to vehicles at 10:30am.

Sunday, May 15 – booth should be set up and open at 10:30 AM and remain open until 7:00 PM. The festival will close at 8:00 PM. Festival grounds will be closed to vehicles at 10:30am

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. Riverside Academy will not be held responsible for left, lost or stolen items. There is no overnight security.
- **NEW: Vehicles will need to be removed from campus 30 minutes prior to festival opening and not be allowed back on campus until 30 minutes after closing of the festival each night.**
- 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. Again, 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 _____