



Event Concession and Vendor Contract

"Kilgore Geekend Presents a Geekmas Holiday Bizarre" is an outdoor pop culture and oddities-inspired holiday vendor fair scheduled for December 14, 2019, in downtown Kilgore in front of the Texan Theater on S. Kilgore Street. ***Please return this form to Melissa McGinnis at geekend.melissa@gmail.com.*** All forms should be received no later than November 29, 2019 to guarantee setup; forms turned in after 11/29 may or may not be accepted for setup. If you have any questions, please contact Rick Custer at 903-240-0755 (text) or rckycuster@gmail.com, or Melissa McGinnis at 512-299-8722 (voice/text) or geekend.melissa@gmail.com.

Payment accepted via Paypal at rccomics17@gmail.com, or payments via Square or Facebook funds transfer can be arranged--please contact Rick Custer to make arrangements.

Vendor/Business _____

Contact/Owner/Representative _____

Address _____

Phone _____ Email _____

Type of Business _____

What will you sell/promote at this event? _____

Outdoor Booth Fee \$25 per 10x10 space.

No. of Spaces Needed: _____ Amount paid: _____ Will you need Electricity? Yes / No

What do you need electricity for? _____


Websites/Social Media (URL, Facebook, Instagram, Etsy, DeviantArt, YouTube, etc.)



Vendor/Event Terms and Conditions:

1. Vendor will be given access to the event location for up to 2 hours before Event start to set up the Vendor's station, goods to be sold, and anything else that is needed to vend at that specific location. Vendor will have access to the location up to 2 hours after Event conclusion to dismantle and remove all items brought to the Event by Vendor. Vendors WILL NOT break down early unless otherwise instructed or approved by event management staff. If you do so, you will not be invited to return next year. (Set up will begin at 8am and take down at 5:30pm.)
2. Vendor shall leave the location free from trash and in similar condition that it was in before the Vendor was there.
3. The Vendor will be sure to secure any and all permits and licensing required for their product AS NEEDED/REQUIRED by State and Municipal Laws. Food vendors contact Sonya Trout at Kilgore City Hall for information: sonya.trout@cityofkilgore.com.
4. Vendor's station shall be no bigger than 10 x 10 feet (per space rented) or taller than 10 feet; and shall be clean and orderly; and shall follow all applicable laws and regulations of the County and State of said Event. Tents larger than 20x20 are not allowed. If more than one spot is needed please note in the above section. Vendor will not be considered booked for the event until application is received and payment is made.
5. Vendor must have someone watching their booth at all times.
6. Vendor's staff will conduct themselves in a respectful and polite fashion to spectators, attendees, performers, event staff, and other vendors. If you can not do so you will be asked to leave.
7. There is to be no loud distracting music, noise, and or sound amplification devices used by Vendor's staff at the above mentioned Event. We may have performers at the event and would like all attendees to be able to hear these acts without outside noise. If you have questions about noise, please contact Rick or Melissa using information given above.
8. Vendor agrees to hold the Host/Event Planning Staff/Event Staff/City of Kilgore Texas/RC Comics and any other involved party free from any damages or claims that may develop in connection with participating in the above mentioned Event.
9. The event is slated for December 14th from 10am – 5:30pm. If the decision is made to cancel/ reschedule, notice will be given by the preceding Thursday morning.
10. Electricity will be provided WITHIN REASON and only to vendors who request it. There are limited spots that will have electricity provided so ONLY vendors with an actual need for electricity will have those spots.
11. VENDORS ARE REQUIRED TO PROVIDE THEIR OWN TABLES, CHAIRS, SIGNAGE, and CANOPY. We apologize for the inconvenience, but there are none of these at the venue.

In agreement to the above mentioned terms a representative of the Event and Vendor sign below:

Vendor Signature


Event Representative

Date

Date 7-1-2019