Spady Cultural Heritage Museum
170 N.W. 5th Avenue
Delray Beach, FL 33444
Telephone: (561) 279-8883
Fax: (561) 279-2230
www.spadymuseum.org

Vendor Agreement for Special Event Programs

This agreement made and entered this date: _____

EVENT NAME: **Spady Living Heritage Day Festival** EVENT LOCATION: **Spady Museum**

EVENT DATE: **Saturday, February 18, 2017** EVENT TIME: **1pm – 5pm** SETUP TIME: **10-12:30**

ORGANIZATION:_____

CONTACT PERSON: _____

ADDRESS:_____

TELEPHONE:_____ALT. TELEPHONE:_____

EMAIL ADDRESS: _____

COMPLETE LIST OF ITEMS OFFERED:_____

_____

_____

_____

FEE SCHEDULE:

Each space is 10' by 10'

Charitable/Non-Profit: No Charge
For-Profit: $100

OFFICE USE ONLY:

Date received:_____ ☐ Non-profit vendor ☐ For-profit vendor

PLEASE COMPLETE BOTH PAGES

GENERAL RULES and REGULATIONS:

1. Spaces are assigned on a **first come-first served** basis. Vendors may request a specific space inside the vendor grouping; however, this is contingent upon availability, receipt of form and receipt of payment. We do our best to accommodate reasonable requests.

2. Vendors are responsible for providing their own tent, tables, chairs and any other equipment needed.

3. Access to electricity will NOT be provided.

4. Stakes are NOT permitted on pavement. A violation of this rule will result in a **$100 fine per stake** driven into the pavement resulting in damage. _____I understand this rule (Please initial).

5. All trash must be placed in the proper receptacles.

6. Each space is 10' by 10'.

ON BEHALF OF MY ORGANIZATION AND MY SUPPORT STAFF, I HAVE READ AND AGREE TO THE ABOVE RULES AND REGULATIONS. I UNDERSTAND THAT EXPANDING & PRESERVING OUR CULTURAL HERITAGE IS NOT RESPONSIBLE FOR ACCIDENTS, LOSS OR DAMAGE. I UNDERSTAND THAT FEES ARE NON-REFUNDABLE.

NAME (please print) _____DATE_____

SIGNATURE_____

APPROVED BY _____DATE_____

THANK YOU FOR SUPPORTING THE PROGRAMS OF THE SPADY CULTURAL HERITAGE MUSEUM!

Return to cfjones@spadymuseum.org or deliver to:
Spady Museum
170 N.W 5th Avenue
Delray Beach, FL 33444
Signature and initial required.