



# 2019 Vendor Contract

## River Legacy Fall Festival

11 am - 9 pm • Saturday, Oct. 12 & Sunday, Oct. 13

River Legacy Living Science Center & River Legacy Park

Please fill out and sign the Vendor Contract Application and return by **Monday, Sept. 30.**

Submission does not guarantee placement. Final vendor approvals will receive a CONFIRMATION from River Legacy.

**For Profit (Promotional)**

Cost: \$75 for event  
Includes one 10 x 10 tent.

**For Profit (Retail)**

Cost: \$75 for event  
Seller Fee: \$75  
Includes one 10 x 10 tent.  
Space is limited.

**Food/Food Trucks**

Donation percentage \_\_\_\_\_.

**Nonprofit Organizations**

Cost: FREE  
Includes one 10 x 10 tent, one table,  
and two chairs.  
**Nonprofit vendors must provide an  
educational or giveaway activity.  
Selling of goods is not allowed.**

**NOTE: All fees are non-refundable and support the fund-raising and promotional efforts of River Legacy Fall Festival.**

**No Electricity Available.**

Thank you for your support of environmental education!

Business Name \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Email \_\_\_\_\_

Vendor Type/Activity \_\_\_\_\_

**READ ALL POLICIES AND PROCEDURES ON BACK PAGE AND SIGN AGREEMENT.**

Please Mail or Send Completed Application to:  
Event Manager, River Legacy Living Science Center

703 NW Green Oaks Blvd.

Arlington, TX 76006

Via E-mail: [shannon@riverlegacy.org](mailto:shannon@riverlegacy.org)

Via Fax: 817.860.1595

*If you have any questions about the application or event,  
please email [shannon@riverlegacy.org](mailto:shannon@riverlegacy.org) or call 817.860.6752, ext. 119.*



RIVER LEGACY  
FOUNDATION

# 2019 Vendor Contract Policies & Procedures

## VENDORS MUST AGREE TO THE FOLLOWING TERMS:

### VEHICLE REGULATIONS:

- **No Vehicles permitted on site while event is in progress at any time.** All vehicles must leave the site no later than 30 minutes prior to the start of the event and cannot return until 30 minutes after the end of event. No vehicles will be allowed on the event grounds during the event hours without prior permission from the event organizer.
- Parking for all vendors and volunteers is located at J.W. Dunlop Park. Shuttle service is provided.
- Maximum time vehicle allowed on-site will be 30 minutes. Vendor is responsible for all off-site parking. No passes will be issued for parking.

### LOAD IN/LOAD OUT:

- Set-up times for the event are from 8 am to 10 am Saturday, Oct. 12 & Sunday, Oct. 13. If you are not booked for both days, load up times are from 9:30 pm to 10:30 pm Saturday evening. If you are booked for both days, you may leave your booth set up on Saturday night. Security will be available overnight to monitor festival grounds.
- Please keep your booth display intact until the end of the event.
- Vendors must keep their area presentable during the event and clean their area completely before leaving.
- Any giveaways or coupons given out during the event must be cleared with the Event Manager by **Thursday, Oct. 10.**

### VENDORS EQUIPMENT:

Unless otherwise indicated by the event organizer, the vendor is responsible for providing:

- Table and chairs (For nonprofit organizations, table and chairs are provided).
- Interior tent lights
- Booth signage & decorations. Acceptable signage noted below:
  1. An imprinted table skirt or banner to attach to the front of the table
  2. Free standing signage placed next to, behind or on the table. TALL SIGNAGE is beneficial. Please note that signage may not be attached to tents.
  3. Table coverings

### PROFESSIONAL CONDUCT AND CONCESSION APPEARANCE:

- No activities in violation of federal, state or local laws shall be permitted on the premises: and it shall be the responsibility of the Vendor to enforce this provision.
- Soliciting outside of predetermined tent space is prohibited.

### LICENSE, PERMITS, TAXES, FEES:

- The vendor shall obtain, at his/her own cost, license or permits as may be required by law, and it shall pay all taxes, fees and charges prescribed by Federal, State and local laws, ordinances and regulations in connection with Vendor's use of the premises.

### RIVER LEGACY NOT LIABLE FOR LOSS OR DAMAGE:

- River Legacy Living Science Center shall not be liable for any loss or damage to machinery, equipment, merchandise, booths, stands, exhibit materials or any other property of the Vendor's agents, employees, patrons or guests, caused by theft, riots, strikes, civil commotion, fire, acts of God or any other cause of whatever kind of nature.

### By my signature below, I promise the following:

1. That I have read, understand and agree to the terms contained in this Agreement and the attached application.
2. That if I am signing as a representative of an organization or business, that I have the authority to bind that organization or business to all of these contractual terms and obligations; and
3. That all of the information I have provided in this Agreement and Application is true, correct and complete.

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