

Vendor Agreement for Autumn Street Fair

Business Name: _____

Contact Name: _____

Booth Number: _____

By signing and initialing this agreement, I acknowledge that I have read, understood, and agree to comply with the rules and guidelines established by Leadership Warren and the Autumn Street Fair Committee. I understand that failure to adhere to these rules may result in the forfeiture of my booth and any fees paid.

1. **Booth Transfer:** _____

I agree that I will not re-sell, give away, or transfer my booth to another business or individual. *This includes all spaces reserved by downtown businesses.*

2. **Check-in and Setup Procedures:** _____

I agree to comply with all check-in procedures, set-up times, and instructions. I understand that setting up prior to the designated road closure time or failure to check in at the designated entrance may result in the loss of my vendor space for the current year and removal from the vendor list for the following year.

3. **Parking:** _____

I understand that I am required to park in the designated vendor parking areas and must display the provided booth number on my vehicle's windshield until after tear-down on Saturday evening. Non-compliance with parking instructions may result in the forfeiture of my vendor space and removal from the vendor list for the following year.

4. **Respectful Conduct:** _____

I understand that any verbal abuse directed toward volunteer staff will result in my exclusion from participation in the event the following year.

5. **Vehicle Access for Loading and Unloading:** _____

I acknowledge that there is a two-vehicle limit for unloading and loading at my booth. I understand it is necessary for me to quickly unload my vehicle so as not to hold up traffic, and that volunteers will not be available to help with unloading or loading of my booth items.

6. **Trash and Clean-Up:** _____

I agree to place vendor trash in designated trash bags for pick-up by volunteers, and to break down any boxes before disposing of them. I understand that I must not place boxes in city trash cans and that I am responsible for cleaning my vendor area before leaving. There should be no trash, food, wrappers, or other debris left on the ground.

Note: Please be aware that this event is a charity fundraiser organized by a team of fewer than 20 new volunteers each year. While you are here to conduct your business, the volunteers are committed to ensuring the event runs smoothly and safely. We appreciate your cooperation and understanding.

Vendor Signature: _____
Date: _____

7. **Business Information Updates:** _____
If I change my business name or contact information, I will promptly inform the Chamber of Commerce at (931) 473-6611.
8. **Electricity and Water Access:** _____
I understand that electricity is extremely limited and not guaranteed, and that no water hook-up will be provided.