Mansfield Terrace, LLC

Application for Vendor Space and
and Vendor Lease Agreement
For October 2017 (Mansfield Covered Bridge Festival)

NAME (please print): _____ (last) _____ (first)

BUSINESS NAME: _____

STREET ADDRESS: _____

CITY: _____ **ST:** _____ **ZIP:** _____

TELEPHONE HOME: _____ **CELL:** _____

Email **BUSINESS:**

DESCRIBE YOUR BUSINESS:
Include all food items
and items you will sell.
Are you items hand made?

Include Pictures if Available

DESCRIBE YOUR NEEDS:		Yes	No	Costs
Electric Service	20 Amps			$25 Plus you furnish wiring to outlet
(no generators	30 Amps			$ 30 Plus you furning wiring to outlet
are allowed)				
Other:				

SPACE REQUESTED			
Location (vendor diagram)		COSTS	
(IF AVAILABLE)	Space No.	10' x 10'	10' x 20'
TOTAL			

General Information: Mansfield Terrace, LLC is committed to preserving the culture of the Mansfield Covered Bridge Festival in its selection of vendors and in the conditions for vendors. A benefit provided vendors by Mansfield Terrace is its proximity to the Old Mansfield Food Court for its customers. The Mansfield Terrace is kept clean by our attendants and maintained in a timely and safe manner. Portable toilets are also provided and maintained daily for your customers. Surveys show that the number ONE request of customers is Food Court seating and the number TWO request is for clean toilets. Mansfield Terrace LLC is located close to the Creekside Seating area at the base of the Mansfield Bridge.

Agreement: A **50% prepayment** is required at approval of application to reserve your space for 2017 and an additional 25% is required by July 17, 2017 for the 2017 Covered Bridge Festival. The Contract Balance is DUE by September 1, 2017. If a vendor cancels, written notice must be provided by August 1, 2017, one month before the Balance Due Date. A 10% service fee will be assessed for those who cancel by the Balance Due Date. If written notice is not received by the Balance Due Date the reservation deposit will be forfeited in its entirety. No notices of payments due will be mailed. It is the lessee's responsibility to ensure the timely receipt of the payments.

I the undersigned, along with any of my representatives or agents, agree to hold the Mansfield Terrace, LLC and any of its associates or successors as harmless and free from any liability in the event of any unforeseen occurrence such as loss or damage of work, loss of income, personal injury including death, or property damage arising from the rental or occupation of space for the Covered Bridge Festival. I further agree I have read this document, and the attached rules and regulations and agree to abide by them. **A Certificate of Insurance must be mailed directly to Mansfield Terrace at least one month in advance of 2017 Covered Bridge Festival. There are no exceptions to this requirement. Lessee will not be permitted to set up booth space** until the Certificate of Insurance is received. An approved fire extinguisher is required.

All spaces are leased on monthly basis, the fee paid will apply to October 2017. Vendors may check in on Wednesday preceding the first Friday of the Covered Bridge Festival. Any vendor who does not appear before 6:00 p.m. on the Thursday preceding the first Friday of the Festival will forfeit their space WITHOUT REFUND.

The lessee understands that a number of variables will affect their success and number of sales during the Covered Bridge Festival. These variables include but are not limited to: your product and its presentation; customer demand; weather; size of crowd; local, state and national economy; political climate; location on property; traffic pattern; and most importantly, buying behavior of the visitors to the Festival. Mansfield Terrace, LLc in no way implies or guarantees that you will be successful. The Covered Bridge Festival is a very competitive event for vendors and for this reason Mansfield Terrace, LLc will attempt to make the Food Court an attractive location for you to conduct your business but in no way does Mansfield Terrace, LLc assume any liability for your level of success. In signing this agreement you are agreeing to hold Mansfield Terrace, LLc harmless for any losses you may incur during the Covered Bridge Festival and by signing this document it is further understood that there will be no refunds to lessee for lease fees paid to conduct your business during the 2017 Covered Bridge Festival. Booth space cannot be sublet.

_____ **Signature** _____ **Printed Name**

_____ Date of Signing

CONTRACT DATES: FROM_10/01/17 TO _10/31/17 **SPACE/S NUMBER:** _____ **Area:** _____
TOTAL SPACE FEE: _____ **ELECTRIC CHARGE:** _____

TOTAL DUE: _____
PAYMENT TYPE: CASH_____ CHECK NUMBER _____ MONEY ORDER _____
DEPOSIT: _____ DATE:_____ **BALANCE DUE:** _____

Make Check Payable to: and mail to
Mansfield Terrace
599 Frontier Court
Terre Haute, IN 47803
812.251.7660

If your application is approved your 50% initial payment is required within 7 days in order to reserve your space. Booth rent must be paid in full before you begin to setup.
wrosmon@gmail.com for questions email.