

**MANSFIELD CIVIC CENTER
COVERED BRIDGE FESTIVAL – MANSFIELD, INDIANA
October 11-20, 2019**

FEE PAYMENT POLICIES

ALL SPACES ARE BASED ON 10' x 10'

IN-LINE SPACES -----	\$600.00
CORNER SPACES -----	\$700.00
STREET SPACES -----	\$1000.00

We have changed the basic format of the Civic Center to allow for an increase in the number of Corner Spaces. We believe this will add to the character and success of the building. Please note on the following space layout the increase in corner spaces

A fifty (%50) deposit will be required to reserve your space for the **2019 Covered Bridge Festival**. The contract balance will be due by **May 1, 2019**. Any payment made after the May 1st due date will be subject to a 10% late fee provided the payment is made prior to June 1st, 2019, after which your space may no longer be available and your deposit will be forfeited. **In the event an agreement is obtained for a later payment there will be a 10% per month late fee charged for each month or partial month after the May 1st due date.**

In the event of cancellation by a vendor, deposits will be refunded in full, provided a written notice of cancellation is received thirty (30) days prior to the May 1st balance due date.

In the event that a written cancellation notice is not received thirty (30) days prior to, or the balance due on you contract, by May 1, 2019, your deposit will be forfeited. It is recommended cancellations be sent certified with a return receipt. This will help prevent any misunderstandings or discrepancies.

If after payment is received in full, a vendor finds it necessary to cancel, all money will be refunded if notice is given in writing (30) days prior to the start of the Festival. This will also hold true if the landlords cancels a vendor's lease. A minimum of 30 days written notice will be given and all money refunded.

There will be a \$30.00 per space, electric charge for vendors requiring electricity, with an additional \$50.00 per heat press, microwave, hot plates, etc. or units requiring their own private lines. Special arrangement must be made for 220 volt service.

Internet WIFI Availability. Call John Devereaux 352-544-5333

For motel and campground information call: 765-569-5226 or see www.coveredbridges.com

Sincerely,

William R. Osmon 812-251-7660

Mansfield Indiana Civic Center Layout for 2019 Covered Bridge Vendor Space

Office Civic Center	17	18	19	20	21	22	23	24	25	26	26 A
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← Emergency Exit
(All spaces are 10 ft by 10 ft and have a telephone jack and electrical outlet)
To Emergency Exit and Trash Bins

15	112	111	84	83	56	55	27
14	113	110	85	82	57	54	28
13							29
12	115	108	87	80	59	52	30
11	116	107	88	79	60	51	31



Walkway to Folk Art Village
Exit to Vendor Restrooms

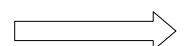
9	117	106	89	78	61	50	33
8	118	105	90	77	62	49	34
7							35
6	120	103	92	75	64	47	36
5	121	102	93	74	65	46	37
4							38
3	123	100	95	72	67	44	39
2	124	99	96	71	68	43	40
1	125	98	97	70	69	42	41

Sidewalk

← To Covered Bridge

South Mill Road

To Parking Lot →



**RECEIPT - MANSFIELD CIVIC CENTER
FESTIVAL DATES - OCTOBER 11 - 20, 2019**

CASH, CERTIFIED CHECK, COMPANY CHECK, PERSONAL CHECK OR MONEY ORDERS WILL BE ACCEPTED
NO CHECKS WILL BE ACCEPTED AFTER SEPTEMBER 1ST DEADLINE DATE

Make all checks or money orders payable to: MANSFIELD CIVIC CENTER

MAIL TO:

**WILLIAM OSMON
599 FRONTIER COURT
TERRE HAUTE, IN 47803**

Phone 812.251.7660

Email: wrosmon@gmail.com

FESTIVAL DATES - October 11- 20, 2019

RECEIVED FROM: _____
LAST NAME FIRST NAME BUSINESS NAME

SPACE # _____	RENTAL FEE _____
_____	ELEC CHG _____
_____	SALES TAX _____
_____	MANSFIELD ASSOCIATION FEE \$25.00
_____	TOTAL CHARGES _____
AUTHORIZED SIGNATURE _____	DEPOSIT 50% _____
_____	BALANCE _____

25 %Due on or before July 1 st & Sept1st 2019

ANY VENDOR WHO DOES NOT CHECK IN BY 7:00 AM THE MORNING OF THE SHOW
WILL FORFEIT THEIR SPACE AND PREPAYMENTS WITHOUT REFUND.

Emergency contact number -- 352-544-5333

**2019 APPLICATION - MANSFIELD CIVIC CENTER
APPLICATION MUST BE COMPLETED AND SIGNED**

PLEASE PRINT IN INK

NAME LAST NAME FIRST NAME		BUSINESS NAME*		
ADDRESS		Email		
CITY		STATE	ZIP	
TELEPHONE	CELL:	BUSINESS:	ELECTRICITY	YES NO

MERCHANDISE:
Must be listed to be
sold. Changes must
be approved.

I the undersigned, along with any of my representatives, agree that the Mansfield Civic Center owners and any of their associates or employees shall be held harmless and free from any liability in the event of any unforeseen occurrence such as loss of work or personal injury or property arising from the rental and occupation of space for the festival.

[] I have also read and agree to the terms of payment of the required Deposit and payment of the Balance on the contract.

Signature

Date

For Office Use Only

RENTAL FEE _____	SPACE/s # _____
ELEC CHG _____	_____
SALES TAX _____	
MANSFIELD ASSOCIATION FEE \$25.00	
TOTAL CHARGES _____	
DEPOSIT _____	RECEIVED ON _____
Deposit is %50 percent of Total Charges	_____
BALANCE _____	RECEIVED ON _____
25 %Due on or before July 1 st & Sept 1st 2019	_____