MANSFIELD GUEST INN, LLC

Civic Center Annex

Application for Vendor Space

and Vendor Lease Agreement

For October 2015 (Mansfield Covered Bridge Festival)

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

BUSINESS NAME: _____

STREET ADDRESS: _____

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

TELEPHONE HOME: _____ **CELL:** _____

EMAIL HOME: _____ **BUSINESS:** _____

DESCRIBE YOUR BUSINESS:

Include all items will sell.

Are you items hand made? Include Pictures if Available

DESCRIBE YOUR NEEDS:		Yes	No	Costs
Electric Service	50 Amps			$100 PLUS COST OF WIRING
(no generators				you furnish your own extension cords
are allowed)	20 Amps			No Cost
Other:				

SPACE REQUESTED			
Location (see map)		COSTS	
(IF AVAILABLE)	NUMBER	10' x 10'	10' x 20'/ 20x20
		NA	
		NA	
	TOTAL		

General Information: Mansfield Guest Inn, 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 2015 and an additional 25% is required by July 15 2015 for the 2015 Covered Bridge Festival. The Contract Balance is DUE by September 1, 2015**. If a vendor cancels, written notice must be provided by August 1, 2015, 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 Guest Inn, 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. Arts & Food Court vendors will supply White Tent with sides. **A Certificate of Insurance must be mailed directly to Mansfield Guest Inn, LLC at least one month in advance of the 2015 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.

All spaces are leased on monthly basis, the fee paid will apply to October 2015. Vendors may check in on Thursday 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. All products must meet national, state and local legal regulations. Failure to do so can result in arrest and confiscation by authorities. No refunds are make to those who do not comply with this requirement.

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 Guest Inn, 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 Guest Inn, LLC will attempt to make the Food Court an attractive location for you to conduct your business but in no way does Mansfield Guest Inn, LLC assume any liability for your level of success. In signing this agreement you are agreeing to hold Mansfield Guest Inn, 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 2015 Covered Bridge Festival.

_____ Signature _____ Printed Name

_____ Date of Signing

CONTRACT DATES: FROM_10/01/15 TO _10/31/15 SPACE/S NUMBER: _____ Area: _____

TOTAL SPACE FEE: _____ ELECTRIC CHARGE: _____

TOTAL DUE: _____

PAYMENT TYPE: CASH_____ CHECK NUMBER _____ MONEY ORDER _____

DEPOSIT: _____ DATE:_____ BALANCE DUE: _____

Mail to: **Mansfield Guest Inn, LLC**
599 Frontier Court
Terre Haute, IN 47803
815-251-7660

Please send tow signed copies . Call for approval prior to sending One copy will be returned. Your initial payment of 50% is required to reserve your space.
wrosmon@gmail.com