

# Booth Rental Agreement

**Location:** 311 Castle Pines Parkway, Castle Pines, CO 80108 on recreational field(s)

**Description of Booth:** 8'x10' for \$300. Booths are assigned when contract and fee is received, on a first come, first served basis. The rental fee is non-refundable after August 23, 2019 and/or once you have been accepted into the event.

The vendor contract must be accompanied by check or money order and received no later than Friday, August 23, 2019. All checks or money orders must be made payable to DCS Montessori Education Foundation.

## Terms & Conditions

The event hours are from 3:30 - 6:30 p.m. on Friday, September 13, 2019.

Please plan to set up between 2:00 and 3:00 p.m. on Friday, September 13.

Booths must be completely set up and ready for event attendees when the event opens on Friday @ 3:30 p.m. Tear down may begin at 6:30 p.m. and must be completed by 7:30 p.m.

It is your responsibility to provide any necessary tent, table, chairs, etc. for your booth.

It is also your responsibility to provide some kind of entertainment that fits within the theme of the event (Back to School, Carnival, BBQ). Should you arrive without entertainment, the booth space will be revoked.

Security for items in vendor booth is solely the responsibility of the vendor.

No one shall occupy the space other than the original contracted merchant without prior consent of the DCSMEF.

## Business

Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Name of Person(s) Working Booth: \_\_\_\_\_

Phone and Email of Person(s) Working Booth: \_\_\_\_\_

I agree to comply with all terms and conditions of this agreement:

Signature of Business Contact Person: \_\_\_\_\_ Date \_\_\_\_\_

For Event Use only:

Vendor Abbreviation \_\_\_\_\_ Location \_\_\_\_\_ Payment Recvd \_\_\_\_\_