The Martin Luther King Jr. Center for Nonviolent Social Change, Inc.

# EVENT APPLICATION AND VENDOR/MERCHANT AGREEMENT FORM

Reservations are now being accepted and will be made on a first come, first served basis.
Reservations will be held only when payment is received and processed (where applicable).
Due Date: Monday, June 10, 2019

**EVENT NAME:** **Beloved Community International EXPO** **DATE:** **8-10-19** **TIME:** **11AM – 7PM**

**BUSINESS NAME:** _____

**CONTACT NAME:** _____

**STREET ADDRESS:** _____

**CITY:** _____ **STATE:** _____ **ZIP CODE:** _____

**TELEPHONE:** _____ **CELL PHONE:** _____

**EMAIL:** _____

**INSURANCE CARRIER:** _____

**VENDOR/MERCHANT TYPE:** ***Please check all that apply***

Food/Beverages ☐ Merchant/Retail ☐ Nonprofit ☐ Info/Promo/Sponsor ☐ Stage Performance ☐

**VENDOR OUTDOOR SPACE & SET-UP:** *The event organizers will make accommodations based upon the Event Policies, Procedures and Logistics necessary for the overall event.* ***Please check all that apply.***

**LOAD IN & OUT:** Approximate Set-up Time: _____ Break-down Time: _____

**(Load-in: 6:00 AM-9:00 AM &Load-out 7:00 – 9:00 PM)** **Minutes/Hours** **Minutes/Hours**

**VEHICLE UNLOADING ACCESS:** Number of vehicles driving into the venue space to unload _____

**TENTS/TABLES/CHAIRS:** Vendor/Merchant will provide their own tent(s), canopy, tables and chairs. You must provide pictures. Please see the FEE SCHEDULE below If the Vendor/Merchant chooses to rent tent(s), tables and chairs from the Martin Luther King, Jr. Center for Nonviolent Social Change, Inc. **Pease check all that apply** to indicate how many tents, tables or chairs Vendor/Merchant will provide and how many, if any, Vendor/Merchant will rent from The King Center.
Note: Space allocation will be based on tent size.

| Tent Size (Commercial Grade) | Rental Rate | Quantity | King Center Rental | Vendor/Merchant Provides |
|---|---|---|---|---|
| Pop-Up | $ 90.00 | | | |
| 10 X 10 | $175.00 | | | |
| 10 X 20 | $250.00 | | | |
| 10 X 30 | $350.00 | | | |
| 20 X 20 | $390.00 | | | |
| 20 x 30 | $490.00 | | | |
| 20 X 40 | $620.00 | | | |
| **Tables and Chairs** | **Rental Rate** | **Quantity** | **King Center Rental** | **Vendor/Merchant Provides** |
| Tables (8 feet) | $10 .25 | | | |
| Chairs | $ 2.50 | | | |

## MOBILE UNITS:

*Types of mobile units include, but are not limited to, food trucks, push carts, trailers and display/sponsor vehicles. Please describe any and all mobile units that will be set up/or service in your vendor space. Only vehicles necessary to vending operations will be permitted to remain at the venue once the event starts. All other personal, business or storage vehicles will need alternative parking arrangements.*

| | | | DRIVER | PASSENGER |
|---|---|---|---|---|
| Mobile Unit Type 1: | _____ | Service Side: | _____ | _____ |
| Mobile Unit Type 2: | _____ | Service Side: | _____ | _____ |

## UTILITIES & AMENITIES: All cords and hoses are the responsibility of the Vendor/Merchant

**Power Connections**

**Connection**

110V ☐ 220V ☐

**Water**

YES ☐ NO ☐

**I have read and understand the EVENT APPLICATION, the VENDOR/MERCHANT AGREEMENT and the agreement terms and conditions**

Signature: _____ Date: _____

Vendor/Merchant/Participant

Signature: _____ Date: _____

The Martin Luther King, Jr. Center for Nonviolent Social Change Inc.

# Martin Luther King, Jr. Center for Nonviolent Social Change, Inc.
# Beloved Community International EXPO

## Donation Agreement

This agreement between the Martin Luther King, Jr. Center for Nonviolent Social Change, Inc. and ( Insert Vendor/Merchant Name ) for the mutual benefit of both parties, approving participation in the King Center's 2019 "Beloved Community International EXOP" to be held Saturday, August 10, 2019. The Vendor/Merchant offers to provide their products to be sold for the convenience of the attendees, patrons and visitors to the campus during the EXPO.

In exchange, the vendor will treat this as a fundraising function, whereby the vendor shall donate 10% of Gross Sales to the Martin Luther King, Jr. Center for Nonviolent Social Change, Inc. a qualified 501(c)(3) tax exempt organization. ***(Verification of sales required)*.**

## Paperwork

**Required items will include:**

- Signed Agreement
- Certificate of Insurance / Food Service Permit

## Insurance

Each vendor/merchant will be required to carry Commercial Liability Insurance provided by a Primary Commercial Liability Company or in combination with a Commercial Umbrella Liability policy in the minimum amount of $2,000,000 ($1,000,000 for non-food) for Bodily Injury or Property Damage Liability Combined.

## Eco-Friendly

Vendor/Merchant will be required to adhere to the following regulations. During the event, each booth/station/tent will be monitored for compliance.

- Use of plastic bags to be kept to a minimum and Styrofoam is prohibited.
- Serving containers and paper napkins must be compostable.
- Cups must be #1 recyclable or compostable.
- Avoid condiments in packets and use squeezable bottles or pumps.
- Vendor must use non-toxic cleansers.
- Break down cardboard boxes and place in recycle bins at the rear of the parking area.

# EVENT VENDOR/MERCHANT AGREEMENT - TERMS AND CONDITIONS

## Additional Rules and Regulations

- This is a rain or shine event, accordingly the King Center is not responsible for any fees you may have incurred in connection with this event.

- You must have a proper health permit. Vendors/Merchants are responsible for health department approved flooring, if applicable.

- You must have a permit from the City Fire Department if cooking at the event site.

- Booth/Tent space may not be subleased or combined with a business other than the company doing- business-as (DBA) named on the agreement. This includes other operating business owned under the same corporation operating under a different DBA. **NOTE:** Unless prior approval has been granted by the Center.

- Vendors/Merchants are responsible for breaking down, clearing cardboard boxes and stacking them in the designated areas for removal.

- No soliciting of event patrons by use of bull horns, oral solicitation, customer incentives or perceived added value in exchange for business.

- No motorized vehicles are permitted during event hours. We recommend using dollies, carts, etc.

- Limited overnight secured space can be provided (upon request), however the King Center is not liable for theft or damage to equipment and/or inventory when vendor/merchant booths/tents are not attended by vendor staff.

## Product Guidelines and Limitations

Vendors/Merchants can only sell what has been approved in advance. Vendors may give away non-food items (t- shirts, hats, etc.). EXCEPTION: Approved vendors/merchants may provide food-tastings (small portions).

Vendors/Merchants may sale bottled beverages (e.g. water, soda, etc.); the sale of alcohol is **prohibited**. If vendor/merchant is approved to sell non-alcoholic beverages, fresh coffee, tea, juices, smoothies, etc., beverages must be served in a cup.

Vendors/Merchants may not sell any item relating to or in connection with drug paraphernalia, tobacco products or weapons.

## Food Vendors

Vendors will be allowed to offer 3-10 individually priced and unique items. Food items should allow for quick preparation in order to accommodate the crowd. The goal is great food and service at a reasonable price.

- Rolled roofing must be placed under all food booths/stations. In addition, plywood and rolled roofing must be placed under all grills, cooking equipment and grease/gray water containers.

## EVENT VENDOR/MERCHANT AGREEMENT - TERMS AND CONDITIONS

## (cont.)

- Vendors are responsible for transporting grease, coals, and grey water to the pre-determined disposal site.

- Cleaning of cooking equipment is to be done off site.

Rolling carts must be placed on protective mats to prevent damage to the campus grounds.

Vendor/Merchant to provide all necessary tools to deliver their product e.g. tents counter/table, two (2) chairs, exterior signage, lighting, one (1) 110 20-amp circuit (additional power is an additional fee) and garbage receptacle. The Center will assign site locations.

Vendor/Merchant is responsible for any damage done to the brick pavement in and around the set-up site. To mitigate potential harm mats/protective covering shall be placed beneath the wheels and support bars.

Arrangements must be made to bring in product throughout the day, if needed.

Please note that mobile units cannot leave event space until the end of the day activities.

## Booth/Tent/Station Signage

Vendor/Merchant may bring signage for their assigned space only. – must be in keeping with the Beloved Community International EXPO theme.

## Indemnity/Hold Harmless Provision

The Vendor/Merchant shall defend, indemnify and hold the King Center, its officers, employees and volunteers harmless from any and all claims, damages, losses or suites including attorney fees, arising out of or in connection with the performance of this Agreement.

## Termination for Cause

It is expressly understood and agreed that, without prejudice to any rights and remedies that may be available to the Center, in the event of any breach or failure to perform by Vendor/Merchant one or more of the terms and conditions of this Agreement, the Center may terminate this Agreement by so notifying the Vendor/Merchant and may refuse to allow the Vendor/Merchant to take possession of the premises or if already in such possession, may stop all activities of Vendor/Merchant on premises and oust the Vendor/Merchant from the premises.

Should the premises be made impractical for use by any cause, the Center may, at its discretion, terminate and void this Agreement, and the Vendor/Merchant expressly waives any and all claims for damage or loss of profit or other compensation should this Agreement be so terminated.