

**SUNBURY SQUARE HOLIDAY ARTS & CRAFTS MARKET  
2018 VENDOR CONTRACT**

**\*\* JULY 4<sup>TH</sup> INDEPENDENCE DAY CELEBRATION \*\***

**Wednesday, JULY 4, 2018 – 7:00AM TO 3:00PM**

Upon signing and returning the attached reservation form, the vendor acknowledges responsibility to the Village of Sunbury for any and all damages to the square as a direct result of the negligence of the vendor. The Village of Sunbury is not responsible for theft, loss, damages, or bodily injury to the vendor or employees of vendor. By signing the attached agreement, the vendor accepts and acknowledges all rules and regulations stipulated below:

1. The vendor agrees to pay the following:
2. **INSIDE LAWN SPACE: \$35.00 per lawn space (approx.15' x 20')**

\* All lawn spaces will be INSIDE the town square sidewalks; due to STATE REGULATIONS, all sidewalks, both on perimeter and inside town square, must be handicap accessible; therefore, no curb spaces will be available

Trees, lampposts and other obstructions may be included within the space and cannot be removed. **Be sure to note on your contract any special space needs to accommodate a tent/canopy or oversized vehicle.** All vehicles, tents, displays, and sales must be contained within vendor's purchased space(s). Plan ahead: if it won't fit, purchase additional space. The vendor must supply his/her own tables and chairs.

2. The vendor understands that reservation of spaces is on a FIRST COME, FIRST SERVED BASIS. Your reservation will be guaranteed ONLY if payment is enclosed with a signed reservation form until all available spaces have been reserved.

3. **Vendor parking of the lawn spaces will begin at 5:00 a.m. on the morning of the ARTS & CRAFTS MARKET. Entrance to the Square is on Cherry St. Volunteers will check you in and assist you with parking. Reservations will be held until 6:30 a.m. Any remaining spaces will be sold to those vendors on the waiting list. Gates will open to the public at 7:00 a.m. All sales conclude at 3:00 p.m. and all vendors must leave the square area no later than 4:30 p.m. on the date of the event. Driving on the Square will not be permitted before 3 p.m. unless directed by the show organizer.**

***Late arrivals (after 6:30 a.m.), and early departures (before 3 p.m.) will be asked to carry their display items/inventory on and off the Square. This request is made to ensure a quality sale all day for our customers and for the safety of all!***

**Sunbury Square is owned & maintained by the Village of Sunbury. Parking on the grass is at the organizer's discretion. The preference is for the vendor to park their vehicle off grounds once unloaded. Heavy rain may render portions of the lawn closed to vehicles.**

4. Electricity & water hook-ups are NOT available.

5. The Vendor agrees that there will be no distribution of literature without prior approval of the sponsoring organization.

**6. The sale of firearms, live ammunition, live animals, pornographic materials, or any game of chance as well as the sale or use of chemicals is STRICTLY PROHIBITED.**

**7. THE VENDOR IS RESPONSIBLE FOR REMOVAL OF HIS/HER TRASH FROM THE PREMISES. NO BAGS OR CONTAINERS ARE TO BE LEFT ON THE PREMISES. A DUMPSTER IS PROVIDED.**

**10.** Refunds are guaranteed only up to 7 days prior to the date of the ARTS & CRAFTS MARKET. NO REFUNDS will be given due to weather conditions.

*INTERPRETATION OF ALL RULES AND SITE ASSIGNMENTS SHALL BE AT THE DISCRETION OF THE SPONSORING ORGANIZATION. ACCEPTANCE IS AT THE SOLE DISCRETION OF THE JULY 4<sup>TH</sup> INDEPENDENCE DAY CELEBRATION COMMITTEE. ALL DECISIONS ARE FINAL. IN THE EVENT OF HEAVY RAIN, DRIVING AND PARKING ON THE LAWN AREA OF THE SQUARE MAY BE LIMITED.*

**Vendor Registration Form**

**JULY 4<sup>TH</sup> INDEPENDENCE DAY CELEBRATION ON THE SQUARE  
WEDNESDAY, JULY 4<sup>TH</sup> , 2018**

Sponsored by Big Walnut Area Chamber of Commerce; Contact person: Big Walnut Area Chamber of Commerce @ 740-965-2860 / [info@sunburybigwalnutchamber.com](mailto:info@sunburybigwalnutchamber.com)

By signing the contract below, I acknowledge that I have read and will follow the enclosed regulations. I also understand that if I do not enclose full payment for my booth space along with my signed contract, I will **NOT** be guaranteed booth space.

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_  
PRODUCT I AM SELLING \_\_\_\_\_  
\_\_\_\_\_  
EMAIL \_\_\_\_\_ PHONE ( \_\_ ) \_\_\_\_\_  
SIGNATURE \_\_\_\_\_  
SPECIAL SPACE NEEDS \_\_\_\_\_

( ) **15' X 20' LAWN SPACE(S) @ \$35.00 EACH** = \_\_\_\_\_  
*Day of registration increases the cost per lawn space to \$40*

**TOTAL ENCLOSED \$** \_\_\_\_\_

Send this portion with **CHECK or MONEY ORDER payable to:**  
**Big Walnut Area Chamber of Commerce, 39 E. Granville St, Sunbury, OH 43074**