

HAWKFEST 2008 VENDOR CONTRACT

- **Coleman Hawkins Legacy Jazz Festival, Inc.(Hawkfest 2008) will allow you to sell and/or promote your business upon the acceptance of your application and FULL payment. Please be aware, the booths in this event are for informational purposes, we do not guarantee success.**
- **Final placement will be assigned in order that your registration form and payment is received. Please contact us if you need any special arrangements. Booth Spaces will be 10* X 10*, with limited double and quad booth spaces available.**
- **Vendors must wear a vendor nametag that will be provided to them at all times. Please make sure your booth is manned during festival hours.**
- **Vendors must provide *at least* 100 feet of HEAVY DUTY extension cord to utilize electricity.**
- **Any harassment of the 2008 Hawkfest patrons to purchase or “sample” food or beverage is deemed inappropriate behavior. Any unauthorized rental or sale of merchandise will result in the immediate expulsion from the grounds of the event facility.**
- **Due to limited room, booth space will not be guaranteed until the registration fee is received. IF REGISTRATION IS CANCELED, PAYMENT WILL NOT BE REFUNDED FOR ANY REASON. You will be given a booth rental credit for the next year’s festival.**

Payment for Hawkfest 2008 booth space should be given or mailed to Hawkfest in c/o Lisa Kirk. Registrations made through any other party will not be accepted. No reselling of booths is allowed. The deadline to register is Thursday, May 29, 2008.

Set up time will be on Friday, June 6, from 12:00 p.m. - 4:00 p.m., 10 a.m. on Saturday and 11 a.m. on Sunday. NO BOOTHS MAY BE SET UP OR TORN DOWN DURING SHOW HOURS FOR ANY REASON. Tear down of booths may begin as early as the last act ends, but tear down has to be complete no later than 10:00 pm Sunday, June 8, 2008.

Please, only sell the type of food you have registered to sell. We have corporate contracts in place regarding food and beverage, so please do not BREAK this rule. Anyone found to be non-compliant to this agreement will be asked to leave and escorted from the festival by law enforcement.

The 2008 Hawkfest Committee is not responsible for stolen or damaged property. Hawkfest, Inc. Committee is not liable for any injury to individuals participating in the festival.

PLEASE be safe and enjoy the festival!

This section must be completed and returned with payment to secure your space. Please complete this form and return to:

Hawkfest c/o Lisa Kirk, - P.O. Box 4334 - Topeka, KS 66614

Name: _____ **Organization:** _____

Mailing Address (City, State, Zip):

Cell _____ **Email:** _____

Number of booths requested: _____

Standard Booth space size is 10*X 10* Vendor Booth \$ _____ (Per Lisa Kirk)

Please list product or merchandise you are promoting. (Please go into detail).

Electricity needed Yes _____ **No** _____

Will you have a generator? Yes _____ **No** _____

A check for the registration fee per space must be received with registration. Checks are made payable to: CHLJF, Inc.

If your final payment is not received by 5/31/08 you will go on the waiting list for booth space. YOUR CANCELED CHECK IS YOUR CONFIRMATION.

I have read all the rules and regulations for the vendors and I will agree to abide by these regulations. If I fail to do so, I know that I can be asked to leave the event and will not be refunded my booth fee. If weather conditions become severe, I accept full responsibility for myself, my employees and or workers.

I look forward to a spectacular weekend of jazz and blues beginning June 6, 2008!

A vendor meeting will take place on Friday, May 30 at Noon on the KS Expocentre Grounds.

Signature

Date

Title