



Downtown Manhattan September 1st & 2nd, 2011

Booth Registration Form

Contact Name: _____

Company/Organization Name: _____

Address: _____ City, State, Zip: _____

Telephone: _____ Email Address: _____

Booth Prices (Please circle your choice):	400 block 20'x10'	400 block 10'x10'	300 block 20'x10'	300 block 10'x10'
<input type="checkbox"/> DMI Member, Poyntz Ave. Business:	No Charge	no charge	\$25	\$15
<input type="checkbox"/> Commercial Vendor w/ electricity:	\$210	\$145	\$235	\$160
<input type="checkbox"/> Commercial Vendor no electricity:	\$160	\$95	\$185	\$110
<input type="checkbox"/> Non-profit or student org. w/ electricity:	\$100	\$80	\$125	\$95
<input type="checkbox"/> Non-profit or student org. no electricity:	\$50	\$30	\$75	\$45
<input type="checkbox"/> Media Member:	pro bono	pro bono	pro bono	pro bono

A limited number of 20-amp, 110v electrical outlets are available.

Booths with electric will be allowed to plug in only two appliances – no power strips will be allowed.

All booth spaces will be reserved on a first paid, first served basis.

******Vendors will not be allowed to bring their own generators******

Please describe your booth in detail:

Food booths may obtain a temporary license from the Riley County / Manhattan Health Dept. 785-776-4779 ext. 239.

Please return this form with payment to:

Purple Power Play on Poyntz
Downtown Manhattan, Inc.
101 North 4th Street
Manhattan, KS 66502

For more information:

785-537-9683
linda@DowntownManhattanKS.com

Registration forms and fees are due by July 1, 2011.

Late Registrations will be charged a \$25.00 late processing fee.

Please sign and date the Vendor Agreement on reverse.

Make and keep a copy of this agreement for your group's records.

Purple Power Play on Poyntz Vendor Agreement

I. The Purple Power Play on Poyntz community festival will be September 1st & 2nd, 2011, in downtown Manhattan, Kansas. Since Kansas is known for its turbulent weather, please plan on rain when setting up your booth. Each evening's activities will be cancelled if the downtown area is included in thunderstorm or tornado warnings issued by the National Weather Service during the event.

II. All booth spaces measure 10 feet deep. Participants agree to have someone manning their space at all times between 6:00 p.m. and 9:00 p.m. each day. Set up time for booths begins at 4:00 p.m. each day and booth space will have to be cleared within one hour of the end of each night's activities. One vendor gate pass will be issued for each booth space. Additional passes may be issued upon request. **To ensure the safety of all participants, vehicles may not be driven in or out for loading or unloading booths while the event is in progress. Vendors will not be allowed to arrive late or leave early.**

III. Vending opportunities include selling food products, nonalcoholic beverages and merchandise, providing entertainment or activities for fund raising, and conducting community relations campaigns, provided that all activities are in keeping with family oriented fun. Booths will be located within the 300, 400 and 500 blocks of Poyntz Avenue.

IV. Booth fees assist in the marketing of the festival and are nonrefundable.

V. **It is required that each food vendor be approved by the Riley County Health Department** to participate in the event. The City of Manhattan may also require a temporary vendor's license.

Contact the city's customer service representative at **785-587-2489**.

VI. Participants additionally agree to the following conditions:

A. Participants shall keep the allotted space clean and free from trash and litter and leave the area in at least as good condition as it was before this event.

B. Participants shall observe all municipal ordinances, laws or regulations and rules of any governmental body which might be applicable to this event.

C. Participants shall conduct activities in accordance with standards of good taste and shall not permit any unlawful or immoral activity. The Purple Power Play on Poyntz board of directors shall be the sole judge as to what activities are considered in good taste or are immoral.

D. All equipment and services (tables, chairs, extension cords, ladders, etc.) shall be solely provided by the Participant, and all activities shall be contained within booth boundaries unless prior arrangements can be made with the event coordinator. Purple Power Play on Poyntz will not provide tables or chairs to vendors.

E. Participants agree to assume full responsibility for loss or damage to their person or works during the festival.

F. Reporting of sales tax collected will be the responsibility of the participants.

G. Participants shall peaceably vacate the event if requested by any Purple Power Play on Poyntz Board member for violation of any of the conditions of this contract.

H. Participants, being independent contractors and not employees of the festival, agree to carry adequate public liability insurance naming the City of Manhattan and Purple Power Play on Poyntz and its board of directors as coinsured.

VII. All vendors are required to participate in both days of the event unless granted special permission to do otherwise by the Purple Power Play on Poyntz Board of Directors.

VIII. All booth spaces are to be occupied by one organization only & may not be shared, sublet, etc.

Waiver - Release from liability.

In consideration of being allowed to participate in any way in the Purple Power Play on Poyntz Community Festival, I, the undersigned as an authorized representative of my business or organization:

1. Release, waive, discharge and covenant not to sue the organizers of the Purple Power Play on Poyntz Community Festival, affiliated organizations, their respective administrators, directors, agents, other employees of the organizations, other participants, sponsoring agencies, sponsors, advertisers, and owners and lessors of premises used to conduct the event, all of which are hereafter referred to as "releasee", from demands, losses or damages on account of injury, including death or damage to property, caused or alleged to be caused in whole or in part by the negligence of the releasee or otherwise.
2. Agree that prior to participating, I will inspect the facilities and equipment to be used, and if I believe anything is unsafe I will immediately advise the event coordinating staff of such conditions and refuse to participate. Additionally, I will check in with the event coordinating staff prior to set-up.
3. Agree to the terms listed in this contract.

Authorized Signature _____ Date _____

Business or Organization (Vendor) Name _____