



For Office Use Only:
Paid _____
Check
Cash
Date Received;

1702 S. Adams 10:00 am – 4:00 pm
Vendor Lease Agreement

Vendor Categories: (Select a category)

- Arts & Crafts/Retail - \$50 per 10X10 space (**After October 4, fee is \$75**)
- Food Vendor - \$50 (non-profit only) Food Vender - \$100 (for profit)
- Non-Profit Organization (Panola County-Information Only--no charge-hallway or outside only)
- Non-Profit Organization (with sales)--\$50
- Non-Profit Organization (out of County) - \$50 per (outside only)
- Electricity - \$20

Only Arts & Crafts/Retail Vendors will be inside Civic Center main hall

Number of spaces (**Circle one**) 1 – 10X10 Booth - **\$50** 2 – 10 X 10 Booths - **\$100**

Business Name _____

Contact Name _____ Cell _____

Address _____ City _____ State _____ Zip _____

Email _____

(Must include email address because all communication will be by email. Please write legibly!)

Please provide a description of items to be sold. Include photos.(or you may send them by email listed at bottom)

YOU MUST SUBMIT A PHOTO OF YOUR MERCHANDISE TO BE ACCEPTED AS A VENDOR!

CONTRACT TERMS

Location of the vendor booth will be determined and assigned by the *Potlatch* Committee and will be given to vendor by October 10, 2019. Each vendor is supplied with a 10' x 10' space to be set up by vendor. Booths with electricity are limited, so sign up early. ***All non-profit booths will set up in the entrance hallway or outside.** Vendor is responsible for setting up and tearing down all units operated by vendor. Vendor will provide all workers and equipment, including extension cords and hoses, for vendor operation. No tables or other supplies will be provided to vendor. **NO BALLOONS ALLOWED!** Vendors may begin setting up from 4:00-7:00 PM on Friday, October 11, or 7:00-9:00 AM on October 12. All vehicles must be removed from the loading area by 9:00 AM. Tearing down of vendor booth may not begin before 4:00 pm, October 12, 2019, but must be completed prior to vendor leaving. All merchandise/food sales must be approved by the *Potlatch* Committee. Collection of sales tax and submission to the State of Texas and the City of Carthage is the responsibility of vendor.

Signature _____ Date _____

Printed Name _____

**Return this completed form with a check or money order made payable to:
 Potlatch, P.O. Box 400, Carthage, TX 75633**

Contact Information: Tonya Cooke – 903.754.1676 pippenfinance@sbcglobal.net
 All fees are nonrefundable. Event will occur rain or shine.

Total Amount Submitted:
\$ _____