

Colorado State Square Dance Association (CSSDA) – Policy Sheets

Printed January 27, 2008

**COLORADO STATE SQUARE DANCE ASSOCIATION
VENDORS AGREEMENT**

Exhibit 1

Page 1

Approved January 27, 2008

This is an agreement between the Colorado State Square Dance Association and persons or businesses wishing to participate as vendors at the Colorado State Square Dance Festival. The Festival is held annually on the second Friday and succeeding Saturday of June, unless otherwise stated by the Association.

Festival Dates: Friday June _____ and Saturday, June _____, 20 _____.

Location: _____.

Those persons/businesses that are invited to participate agree to all terms stated herein and agree to carry out all requirements and conditions of this agreement.

For a monetary fee of \$150.00 a vendor will receive the following:

1. **Authorization for two (2) persons per vendor for booth set up.**
2. **Admission to Festival grounds for two (2) persons per vendor during the Festival.**
3. **Booth space of approximately 10 X 15 feet in size.**
4. **Two tables and two chairs.**
5. **A one-year (4 consecutive issues) advertisement in the Colorado State Square Dance Association (CSSDA) News. The advertisements will be one quarter (1/4) page advertisements (1.75" X 4.5") unless the vendor chooses to purchase a larger size ad at an additional cost. The vendor must provide ad slicks, in black and white, sized correctly and camera ready, to the CSSDA NEWS Editor.**

Vendors will be advised by each Festival Committee of the location of the Festival, the time of arrival and set up, hours of operation on Friday and Saturday and the time they must clear the vendor area at the completion of the Festival.

The vendor will be responsible for his or her own merchandise at all times. They shall provide their own personnel to staff the booth. The Festival or CSSDA will not be responsible, at any time, for the sales of merchandise or for the collection of payments and taxes involved in the sales of merchandise.

Additional booth space may be purchased at an additional cost of \$ 50.00 per space. Number of additional spaces needed _____ X \$50.00 = total: \$ _____

Additional items: Tables ____ @ \$____, + Chairs ____ @ \$____, + Electricity \$____ + Phone Lines ____ @ \$____ = total: \$ _____

Every additional person working (or assisting) in the booth must be registered for the Festival. Additional registrations must be purchased separately as needed.

Larger advertising space may be purchased for an additional cost as identified below:

1. **Full-page ad, 7.5" X 4.5", additional cost: \$60.00.**
2. **One half page ad, 3.25" X 4.5", additional cost: \$24.00**
3. **One third page ad, 2.25" X 4.5", additional cost: \$12.00**

One half (1/2) of the vendor space cost must be submitted with the signed agreement. Final payment must be received ninety (90) days prior to the Festival. Cancellation with no penalty, less the ad cost, may be made until sixty (60) days prior to the start of the Festival. Cancellation within (60) days of the Festival will forfeit the fee submitted with the signed Agreement.

Ad slicks must be submitted by November 1. Ad slicks are to be mailed to the CSSDA NEWS Editor at the address identified on the cover letter from the current Colorado State Square Dance Festival Committee Chairman.

1. **Basic Vendor fee: \$ _____**
2. **Additional space: \$ _____**
3. **Additional advertising: \$ _____**
4. **Additional items: \$ _____**
5. **Additional Registration: \$ _____**

Total fee: \$ _____

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This agreement is entered into on this _____ day of _____, 20____.

Business name: _____ **Owner** _____

Mailing address: _____ **Phone:** _____

Home Phone: _____

FAX: _____

E-Mail _____

Vendor names (2): _____

Vendor Support names: _____

Signature: (Authorized Vendor): _____ **Date:** _____

Signature (Festival Representative): _____ **Date:** _____

Title/Name _____

Address: _____ **Phone:** _____

E-Mail: _____ **FAX:** _____

=====

Festival Committee use only

Assigned vendor space: _____

First payment collected: \$ _____ **Date collected:** _____

Final payment collected: \$ _____ **Date collected:** _____