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|---------------------------------------|
| Vendor Assigned Space Number _____ |
| PPP Office Use ONLY |

**Thursday/Friday September 3rd & 4th, 2015
Manhattan City Park**

**VENDOR REGISTRATION FORM
(Media or Sponsors use a separate form)**

Contact Name: _____

Company/Organization Name: _____

Address: _____ City, State, And Zip: _____

Telephone: _____ Email Address: _____

Vendor Space Prices (PLEASE CIRCLE OR HIGHLIGHT YOUR CHOICE). Please notice the NEW electricity line for registration fees

Specialty Food Truck Vendor COMES w/electricity: \$425.00

| | | |
|--|-----------------|-----------------|
| Booth Spaces: | 20'x10' | 10'x10' |
| Commercial Vendor | \$200.00 | \$125.00 |
| Non-profit or Student Organization | \$100.00 | \$ 50.00 |
| **ELECTRICITY (ADD ON) (generators not allowed) | \$ 50.00 | \$ 50.00 |
| TOTAL DUE | \$ _____ | \$ _____ |

Booth Space Details: (be specific about what you will be selling, giving away and/or promoting. Add additional pages as needed) IF YOU ARE HAVING **ANY FOOD** YOU MUST COMPLY! See Section V on the 2nd page!

Please return original copies of the full vendor agreement to the address below. All registration forms and fees **MUST BE POSTMARKED by July 18, 2015 or PAID ONLINE VIA OUR PAYPAL LINK to get the early bird registration fees.** **THERE IS A CONVIENCE FEE OF \$5.00 TO USE ONLINE PAYMENT.** **REGISTRATION PAPERWORK MUST ACCOMPANY ALL PAYMENTS.** Your registration will be considered pending and not guaranteed. Registrations postmarked after July 18th will be charged a \$30.00 late processing fee. Mandatory to all/No Exceptions. Make copies for your records. **ANY ALTERATIONS TO THIS DOCUMENT WILL CAUSE YOUR REGISTRATION TO BE NULL & VOID. NO REFUNDS WILL BE GRANTED.**

**Purple Power Play ATTN: Allie Webb • P. O. Box 1166 • Manhattan, KS 66505
785-748-1861 (PPP Voicemail ONLY) or my cell 907-654-5111 • purplepowerplay@gmail.com •**

****A limited number of 20-amp, 110v electrical outlets are available. Vendors choosing to purchase electricity will have access to one plug-in. You must provide your own extension cords and power strips.**
PPP is unaware of what length you will need as the vendor section is still being determined. PLEASE BE PREPARED

Purple Power Play IN MANHATTAN CITY PARK 2015
Vendor Agreement

- I. The Purple Power Play, Inc. community festival will be September 3rd/4th, 2015 in City Park, Manhattan, Kansas.** Please plan for Kansas' turbulent weather when setting up your booth. Each evening's activities will be cancelled if The City Park 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.** One vendor gate pass will be issued for each booth space. Additional passes may be issued upon request. Participants agree to have someone manning their space at all times between 5:00 p.m. and 9:00 p.m. each day. Vendor set up time begins at 12:00 p.m. and must be completed by 5:00 p.m. each day. **To ensure the safety of all participants, vehicles WILL NOT be allowed access to the vendor area after 4:00p.m. Vendors will not be allowed to arrive late or leave early. NO EXCEPTIONS.** Vendors may choose to leave booth items, tent, equipment, etc. up overnight, at their own risk. Purple Power Play, Inc., Manhattan Parks & Recreation and the City of Manhattan assume no responsibility for items left overnight. No vehicles will be allowed to stay within the booth area overnight unless prior approval and part of your booth space. Keep in mind, set up times, rules & regulations will be the same for both days.
- 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. Vendor booth space assignments are TBD and your space location will be identified and provided to you after the Registration Deadline. Vendors will be assigned an area based on the need, payment of funds, and sponsorship priority.
- IV. Booth fees assist in the marketing of the festival and are nonrefundable.**
- V. Each food vendor is required to be approved by the Riley County Health Department/KS Department of Agriculture.** Food booths may obtain a temporary license from the Riley County/Manhattan Health Dept. 785-776-4779 ext. 239. The City of Manhattan may also require a temporary vendor's license. It is the **SOLE** responsibility of each vendor to obtain the necessary documentation needed. Failure to abide by RCHD requirements may result in inability to participate as a vendor. For a complete list of requirements, contact the city's customer service representative at **785-587-2489** or the KS Dept. of Ag at (785) 564-6767
- VI. All vendors are required to participate in both days of the event.** PPP Board of Directors reserve the right to grant permission for single day activities under certain circumstances. This must be approved!
- VII. All booth spaces are to be occupied by one organization only & may not be shared, sublet, etc.**
- VII. 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. No one will be allowed to sell or give away items that are designed to become "instant trash", e.g. Silly String or Bomb Bags. The PPP Board of Directors determines what is considered "instant trash".
 - 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 PPP 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 vendor and ALL activities shall be contained within booth boundaries. Tables, chairs or any other items will not be provided 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 PPP Board of Directors 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, Manhattan Parks and Recreation and Purple Power Play, Inc. and its board of directors as coinsurers.

Waiver - Release from liability.

In consideration of being allowed to participate in any way in the Purple Power Play, Inc. 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, Inc. Community Festival, The City of Manhattan, KS, Manhattan Parks and Recreation or ANY OTHER affiliated organizations, their respective administrators, directors, agents, or 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, damage to property or death caused or alleged to be caused in whole or in part by the negligence of the "releasee" or otherwise. There is ZERO responsibility to anyone or anything surrounding Purple Power Play, Inc.
2. I 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.
3. I agree to all the terms listed in this contract.

Authorized Signature _____ Date _____

Business or Organization (Vendor) Name _____