



Kenner's Christmas Village in Kenner City Park! November 25 through December 30, 2017



Wednesdays, Thursdays, Fridays from 6pm-9pm
Saturdays from 10am-9pm and Sundays from 12pm-8pm

2017 CRAFT VENDOR APPLICATION

Please circle the weeks you would like to participate. You must be able to commit to all dates listed. If you fail to show on 3 or more dates over the course of the event, your space will be forfeited and no refunds will be issued.

Week 1	November 25 & 26 (Opening weekend)
Week 2	November 29, 30, December 1, 2, 3
Week 3	December 6, 7, 8, 9, 10
Week 4	December 13, 14, 15, 16, 17
Week 5	December 20, 21, 22, 23, 24
Week 6	December 26, 27, 28, 29, 30

Name: _____

Address: _____

City/State/Zip Code: _____

Phone: _____ (Home/Cell) _____ (Work)

Email address: _____
please print clearly as you will receive an emailed invoice with payment information at this address

Type(s) of goods sold: _____

I would like to pay: _____ **Weekly rate (\$50 per week)**
**Due by the Monday of each week, (11/20, 11/27, 12/4, 12/11, 12/18, 12/25)*

_____ **Monthly rate (\$175 for all event dates listed)**
**Due by Monday, November 20, 2017*

***No personal checks will be accepted and no payments may be made at the event itself. Participants will be invoiced electronically via email and can pay online by credit card or remit cash and/or money order payments to the Kenner Parks and Recreation Office by due dates above.**

Agreement

The Vendor understands to participate it must:

1. Return the completed application and pay the booth fee by the deadlines outlined on this application. No personal checks will be accepted. Cash, money orders (made payable to City of Kenner) and credit card payments ONLY. Participants will be invoiced electronically via email and can pay online or remit payment in person to the Kenner Parks and Recreation Office.

2. Vendors will be provided an area approximately 10' x 10' in size with access to electricity from which to sell merchandise. Spaces will be assigned as event organizers see fit. Requests for specific spaces will be considered but are by no means guaranteed.
3. Spaces must be set up no later than 15 minutes prior to event start times (no exceptions). You will NOT be able to drive up to your space for unloading purposes, so plans to transport merchandise from designated parking areas to the event area should be made by the participant. Vendors may NOT leave merchandise on event grounds overnight; after hours security will NOT be provided.
4. You are committing to participate on all days listed in each week selected above. Failure to show on any 3 dates of your commitment will result in the forfeiture of your space. No refunds will be issued.
5. This event is planned as a rain or shine event. No refunds will be issued unless the City pre-empt activities as the result of extreme weather.
6. Pay all **sales taxes** as required by Jefferson Parish and the State of Louisiana.
7. Staff the booth the entire indicated time of the event.

Hold-Harmless Agreement:

I agree to protect, defend, save, and hold harmless the City of Kenner and Friends of Rivertown, its officers, agents, servants, and employees, including volunteers, from and against any and all claims, demands, expense and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or in any way grow out of any act or omission of <Organization Name> its subcontractors, agents, consultants, servants, and employees, or any and all costs, expense and/or attorney fees incurred by <Organization Name> as a result of any claim, demands, and/or causes of action related to the Freedom Fest, except those claims, demands, and/or causes of action arising out of the negligence of the City of Kenner, its agents, representatives, and/or employees. <Organization Name> agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suit at its sole expense and agrees to bear all other costs and expenses related thereto, even if it (claims, etc.) is groundless, false or fraudulent. Additionally, <Organization Name> agrees that should the City of Kenner's rental equipment be damaged, lost, destroyed or stolen while it is in its possession, it shall pay for its repair and/or replacement.

Signature

I do hereby attest to all that I have said above is true to the best of my knowledge and agree to Hold-Harmless Clause.

Print Name: _____ Signature: _____

Date: _____

Questions? Contact Heidi Glorioso at (504) 468-7231, by email at hglorioso@kenner.la.us, or at the address below:

**Heidi Glorioso
Kenner Parks and Recreation Department
1905 24th Street
Kenner, LA 70062**

Deadline Reminder:

Monthly payments due by *Monday, November 20, 2017*

Weekly payments due by the Monday of each week participating
(*Monday, 11/20, 11/27, 12/4, 12/11, 12/18, 12/25*)