



Downtown Plymouth Waterfront Festival
August 27, 2016
(Rain Date August 28, 2016)

Exhibitor Reservation Form

Show Location

Plymouth Waterfront (Water Street)
Plymouth, MA 02360

Welcome! Please review the information below carefully and contact the PACC with any questions regarding the **2016 Downtown Plymouth Waterfront Festival**. Spaces are very limited and will be filled on a first come first serve basis. Please make sure to complete all pages of the **Exhibitor Reservation Form**. Incomplete forms will not be processed.

*** DIRECTIONS ***

This form must be completed and **mailed or faxed** to the PACC's attention by **July 22, 2016**. **Payment IN FULL must be made at time of reservation (no exceptions).**

Festival Times: Saturday (Aug. 27) 10:30 a.m. – 7:00 p.m.

Exhibitor Space Dimensions & Price:

(Plymouth Area Chamber Members may deduct \$40 from price below, cannot be combined with other discounts. Applies to standard space only! Please specify number of spaces requested.

- Standard Space: _____ 10' x 10' - \$240
- Returning Vendor Space: _____ 10' x 10' - \$200
- Lawn Space: _____ 10' x 10' - \$150 *(spaces indicated on map in light blue)*
- Corner Space: **Add \$75** to Standard Booth Space Price above

**There are a limited number of Corner Spaces available & will be given on a first come first serve basis.*

Detailed information for participating exhibitors will be mailed prior to the Festival. **Exhibitors must provide their own flame retardant tents or cover.**

Will you be reserving a hotel accommodation in the Plymouth Area? YES or NO

(We ask to assess the impact on the towns tourism from this festival.)



*** EXHIBITOR INFORMATION ***

Contact Name: _____
Company Name: _____
Mailing Address: _____ City: _____
ST: _____ Zip: _____ Phone: _____
Email: _____ Website: _____

*** PAYMENT INFORMATION ***

_____ Check (Made payable to: Plymouth Area Chamber of Commerce) \$_____ Amount Enclosed

_____ Credit Card (Please circle: AMEX Visa MasterCard Discover)

Card # _____ Exp. Date _____ CVW (3 digit code) _____

Name on Card _____

Billing Address _____

Signature _____

**Mail forms & payment to:
Plymouth Area Chamber of Commerce, 134 Court Street, Plymouth, MA 02360**

*** TAX INFORMATION ***

SALES TAX: Each Exhibitor will be responsible for collecting sales tax as required by the Commonwealth of Massachusetts. You **MUST** include your MA Tax ID # or Social Security # on this Reservation Form. Failure to provide this information at time of reservation forfeits Exhibitor's admittance into the **2016 Downtown Plymouth Waterfront Festival**. *Please be advised that the MA Department of Revenue requests lists of ALL vendors from the Plymouth Area Chamber of Commerce.*

MA Tax ID # _____ or Social Security # _____



**** POLICIES AND REGULATIONS BELOW PERTAIN TO ALL EXHIBITORS ****

General Terms & Conditions

These regulations are part of your contract with the Downtown Plymouth Waterfront Festival and the Plymouth Area Chamber of Commerce. Please read the terms and conditions carefully before signing. We will not contact Exhibitors with incomplete documents. Failure to comply with these policies will be an automatic rejection from this year's festival. You will not be able to reapply until next year. **All pages must be initialed/signed, dated and returned. This will constitute acceptance of our written contract.**

The PACC assumes no responsibility whatsoever for any property placed on the Downtown Plymouth Waterfront Festival grounds including the arts and crafts fair area as well as surrounding property. Exhibitor, unless otherwise prohibited by law, hereby releases said corporation, its agents, servants, and employees, and discharges them from any and all liability for any loss, injury or damage to person or property that may be sustained while at or as a result of said Downtown Plymouth Waterfront Festival.

SET UP: Exhibitor Move-In will be from 7:00 a.m. - 10:00 a.m. Exhibits must be completed 30 minutes before the Downtown Plymouth Waterfront Festival begins. Exhibitors must provide their own flame retardant cover or tent and comply with the move-in/move-out schedule, which will be sent to each Exhibitor prior to the Downtown Plymouth Waterfront Festival. No admittance of vehicles on Festival grounds will be allowed after 10:00 a.m. for any reason whatsoever. Admittance for Move-Out is scheduled from 7:00 p.m. - 9:00 p.m. or at the discretion of Festival Staff. Vehicle access to the Festival grounds will, at all times be at the discretion of Festival Staff. The PACC will forbid the installation of any exhibit not previously approved by the PACC. **(Only one vehicle is allowed per vendor at a time during check in. Multiple cars will not be allowed to enter the festival at time of set up. ALL VEHICLES MUST BE REMOVED BY 9:00PM AS THE STREET OPENS.)**

INVENTORY RESTRICTIONS: Exhibitors shall exhibit only items previously specified on the **Exhibitor Booth Inventory Form** within their spaces. No exhibitor shall sell or distribute food or beverages of any type without the express, written consent of the PACC and/or the Town of Plymouth. The sale or display of illegal items is prohibited. The PACC reserves the right to remove any such items. Other prohibited items include smoke bombs, fireworks, adult materials or items with profane or obscene wording, artwork or pictures, as well as t-shirts and other items with drug slogans. The sale of martial arts swords & knives are prohibited.

STANDARD SPACES: All Festival standard spaces are 10 feet x 10 feet. Exhibitor **MUST** set up between the space lines. Should exhibit be larger than 10 feet x 10 feet, an additional 10 foot x 10 foot space must be purchased. Space may not be purchased by the foot, only by whole standard space size.

SPACE OCCUPANCY: All aisle space (sidewalks behind & street in front) belongs to the Downtown Plymouth Waterfront Festival; no exhibits, seating, storage of goods or advertising material is allowed to extend into this space. The actual occupation of the space is of the essence hereof. In the event the Exhibitor shall not occupy said space within 2 hours after the Festival opening, the PACC is expressly authorized to occupy or cause said space to be occupied in such manner as may deem to be in the best interest of said Downtown Plymouth Waterfront Festival without rebate or allowance whatsoever therefore to Exhibitor and without releasing Exhibitor from any liability herein under, and the Exhibitor expressly agrees to pay the PACC in full the sum herein above set forth. **Exhibitor MUST occupy Booth Space**



for all hours of the Downtown Plymouth Waterfront Festival. If Exhibitor leaves early, Exhibitor forfeits participating in next year's Downtown Plymouth Waterfront Festival & will be subject to a \$100 Early Breakdown Penalty Fee.

SPACE ASSIGNMENTS: All spaces are allocated on a pre-paid, pre-assigned basis only. Exhibitor shall not, without prior consent of the PACC, assign or sublet space, or any part thereof, or remove its display before official closing of said Festival. **Exhibitor is NOT guaranteed their top three booth space choices. Spaces are selected on first come first serve basis. The PACC will make every effort (but NOT guarantee) to separate Exhibitors offering similar types of goods. There will be a \$100 Penalty Charge if an Exhibitor Booth Space is moved during the Festival without permission from Festival Staff. The PACC has the right to expel any Exhibitor who does not comply.**

CANCELLATION POLICY: If cancellation BY EXHIBITOR occurs within 30 days of the Downtown Plymouth Waterfront Festival, the entire amount paid to date to the PACC by the exhibitor shall be retained by the PACC. If cancellation made by the exhibitor, occurs before the aforementioned 30 day period, the PACC will retain 50% of the entire amount paid to date to the PACC. The retained amount shall be liquidated damages for the direct and indirect costs incurred by the PACC for organizing, setting up and providing space for exhibitor's withdrawal including reletting the space. All cancellations must be in writing.

This is a rain or shine event. If the Festival is cancelled (*including Rain Date of August 28, 2016*) at any time due to nature or other Act of God, no refund will be issued. A Rain Date of August 28, 2016 is reserved if necessary, all registered exhibitors are required to exhibit on the Rain Date if Rain Date is used.

- Exhibitors will be notified of event changes due to nature/Act of God via email. Updates will also be posted on the Festival website www.plymouthwaterfrontfestival.com. Exhibitors will not be notified by phone.

-Should exhibitors receive no email update or no website updates, event will proceed as scheduled.

Should exhibitor choose not to occupy their space for any reason, but Festival activities are still taking place, no refund will be issued. Should exhibitor or representative of exhibiting company be unable to attend the Festival for any reason, exhibitor is still liable for payment and no future credit or refund will be given.

CHARACTER OF EXHIBITS: All exhibits must be designed, constructed, and operated in good taste and in accordance with the best interest of the Downtown Plymouth Waterfront Festival which the PACC in its sole discretion shall have the right to decide. The PACC will prohibit the installation and operation of any exhibits not meeting its approval and in its sole discretion may prohibit the conduct of any activity whatsoever which it deems deleterious and not in the best interest of the Downtown Plymouth Waterfront Festival.

ELECTRICITY: There is no electrical access at the Downtown Plymouth Waterfront Festival. The use of generators and converters will be reviewed on a limited case by case basis by the PACC. All generators and converters MUST be inspected by the Plymouth Fire Department which must be contacted in advance at 508-830-4213.

PARKING ON FESTIVAL GROUNDS: Parking on Festival grounds is prohibited! Exhibitor vehicles parked in these areas will be towed at owners expense and exhibitor will be prohibited from participating in the 2016 Downtown Plymouth Waterfront Festival. Exhibitors with State issued Handicap Parking Passes/License Plates will be allowed pre-designated parking space on Festival grounds, to be determined by Festival Staff.

(Only one vehicle is allowed per vendor at a time during check in. Multiple cars will not be allowed to enter the festival at time of set up.)



EXHIBITOR PARKING LOT: Exhibitors will be assigned to a pre-designated Exhibitor Only Parking Lot during Festival hours. (ONE) Exhibitor Parking Pass and Directions for this lot will be provided at Check-In. Pass must be displayed on the dash of the exhibitor vehicle at all times. Replacement passes and additional passes will not be issued. Only one exhibitor parking pass will be given per space purchased. For additional parking lots visit www.parkplymouth.com

CLEANLINESS: Exhibits must be kept clean and in good order by Exhibitor and ready 30 minutes before the start of the Downtown Plymouth Waterfront Festival. Exhibitors are requested at all times to cooperate with the PACC by maintaining exhibits in perfect condition with respect to material and personnel throughout the Downtown Plymouth Waterfront Festival. Exhibitors must clean Exhibit space at the close of the Downtown Plymouth Waterfront Festival. Exhibitors will be provided 1 trash bag at Check-In that they are to fill during Festival hours and leave, tied, behind their booth at the end of the Festival day. **Exhibitors who leave trash in booth space and on Festival grounds will be fined \$100.** Exhibitors must cooperate by not throwing refuse on the ground or any other material that will endanger public safety or inconvenience other exhibitors during show hours.

AMENDMENTS: These rules, regulations, and conditions have been drawn for the purpose and intention of providing a well-balanced, well-regulated and successful event, in an effort to provide the greatest good to the greatest number. The Chamber shall have full power to so interpret the rules and regulations or make such rulings as may appear to be for the best interest of the entire Downtown Plymouth Waterfront Festival and any and all amendments of the foregoing rules, regulations, and conditions shall bind the Exhibitor. This arrangement will be interpreted and is intended to be consistent with Massachusetts's law. Any provision violating such law is void and other provisions shall remain in full force and effect.

Upon acceptance in writing of this contract by the PACC, this shall be a binding and enforceable contract. By accepting this contract and providing payment in full, the exhibitor agrees to all terms, conditions and rules described. The PACC must have a signed agreement and full payment prior to the Festival opening.

Signature _____ Date _____

