



Bark in the Park
Saturday, May 5, 2018

Exhibitor Reservation Form

Event Location

Nelson Park

Corner of Water Street & Nelson Street

Plymouth, MA 02360

Please review the information below carefully and contact the PACC with any questions regarding **2018 Bark in the Park**. Spaces are 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.

This form must be completed and mailed or faxed to the PACC's attention by April 27, 2018. All Reservation Forms postmarked or received via faxed after April 27, 2018 will be subject to a \$50 Late Registration Fee.

Payment IN FULL must be made at time of reservation (no exceptions).

Bark in the Park Times: Saturday, May 5, 2018 11:00 a.m. – 3:00 p.m. (Rain date Sunday, May 7, 2017)

Exhibitor Space Dimensions & Price: Please specify number of spaces requested.

- Standard Space:** _____ 10' x 10' - \$125
- Plymouth Area Chamber Member price** _____ 10' x 10' - \$75
- Non-Profit price** _____ 10' x 10' - \$100

Detailed information for participating exhibitors will be mailed prior to the Festival. **Exhibitors must provide their own tents/cover, tables, chairs, etc.**

*** 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 _____ CVV: _____

Name on Card _____

Billing Address _____ City _____ State ____ Zip _____

Signature _____

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

*** EXHIBITOR REQUIREMENTS ***

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 **2018 Bark in the Park**. *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 # _____

NON-PROFIT ORGANIZATIONS: All businesses registering as a NON-PROFIT organization must submit a copy of their 501c3 certificate with their completed Reservation Form. Should this certificate not be submitted, NON-PROFIT status will not be applied for this event. *No exceptions.*

SET UP: Exhibitor Move-In will be from 9:00 a.m. - 11:00 a.m. Exhibits must be completed before Bark in the Park 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 Bark in the Park. No admittance of vehicles on the grounds will be allowed after 11:00 a.m. for any reason whatsoever. Admittance for Move-Out is scheduled from 3:00 p.m. - 5:00 p.m. or at the discretion of the PACC Staff. Vehicle access to the grounds will, at all times be at the discretion of PACC Staff. The PACC will forbid the installation of any exhibit not previously approved by the PACC.

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: 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 belongs to Bark in the Park; 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 event 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 Bark in the Park 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 event. If Exhibitor leaves early, Exhibitor forfeits participating in next year's Bark in the Park & 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 Bark in the Park.

CHARACTER OF EXHIBITS: All exhibits must be designed, constructed, and operated in good taste and in accordance with the best interest of Bark in the Park 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 Bark in the Park. The sale or display of illegal items is prohibited. The PACC reserves the right to remove any such items.

CLEANLINESS: Exhibits must be kept clean and in good order by Exhibitor and ready before the start of Bark in the Park. Exhibitors are requested at all times to cooperate with the PACC by maintaining exhibits in perfect condition with respect to material and personnel throughout Bark in the Park. Exhibitors must clean Exhibit space at the close of Bark in the Park. 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/or on Festival grounds will be fined \$150. Exhibitors must cooperate by not throwing trash on the ground or any other material that will endanger public safety or inconvenience other exhibitors during show hours.

CANCELLATION POLICY: If cancellation BY EXHIBITOR occurs within 30 days of the Bark in the Park, 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, the PACC staff will notify all vendors and participants if the rain date will be used. If Bark in the Park is cancelled at any time due to nature or other Act of God, no refund will be issue.

Exhibitors will be notified of event changes due to nature/Act of God via email. Updates will also be posted on the Plymouth Area Chamber of Commerce website, www.plymouthchamber.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 Bark in the Park activities are still taking place, no refund will be issued. Should exhibitor or representative of exhibiting company be unable to attend Bark in the Park for any reason, exhibitor is still liable for payment and no future credit or refund will be given.

ELECTRICITY: There is no electrical access at Bark in the Park. 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. Exhibitors with State issued Handicap Parking Passes/License Plates will be allowed pre-designated parking space on the grounds, to be determined by the PACC Staff.

