

Kringle Village
Market Vendor
CONTRACT

Please fill out all items Highlighted in GREEN

This Contract, entered into between the named Vendor (herein referred to as ‘Vendor’) and Arlington Dance Theatre DBA Dance Theatre of Arlington (herein referred to as ‘DTA’) is executed with specific reference to onsite sale and/or demonstration services to be provided by the Vendor. By this Contract, Vendor acknowledges that all information contained herein is complete and accurately reflects its agreement with DTA.

Vendor: _____
Contact Name: _____
Email and Phone: _____
Description of goods sold or services provided: _____ _____

DESCRIPTION OF SERVICES: The Vendor agrees to provide demonstration and/or sales services, in a business-like and professional manner, at Arlington’s Historical Knapp Park. Vendor agrees to be prepared to load in materials by 12:00 PM and have all materials loaded out by 6:00PM on each day of service outlined below. Vendor will not breakdown until end of event at 5:00pm.

The Vendor provides all tables, chairs, and/or steel frame canopy. The Vendor provides its own display material for setup. DTA will provide a 10’x10’ area for each vendor. The Vendor is responsible for keeping all of their items inside of the 10’x10’ area.

Check Which Days You’ll Attend	Kringle Village Market		
	Day One	12:00-5:00pm	Saturday, Dec 2nd
	Day Two	12:00-5:00pm	Sunday, Dec 3rd
	Day Three	12:00-5:00pm	Saturday, Dec 16th
	Day Four	12:00-5:00pm	Sunday, Dec 17th
TOTAL:	COST (\$30/day or \$100 for all four days):		

RESERVING A SPOT: All spots are first come first served and reserved by paying your \$30 vendor fee for each market. The physical spots are assigned by DTA and will be communicated to the vendor at least 24 hours before the market date. Each market is \$30 and if you pay upfront for all 4, then it is only \$100.

After your application is accepted, pay your vendor fee by going to:
<https://www.dancetheatrearlington.org/product/market-reservation-fee/>

MERCHANDISE SALES: Merchandise authorized for sale during the event must be approved by DTA. Vendor must provide its own staff person to handle sales.

If Vendor wishes to donate a percentage of their sales proceeds to DTA, please indicate on the bottom of this document.

RAIN & CANCELLATION POLICY: In the event of inclement weather, The Vendor will be notified if a decision is made to cancel. If the market is cancelled, DTA will refund.

The Vendor agrees to give at least 5 day notification if canceling due to unavoidable circumstances. Rescheduling is possible is agreeable to both parties. DTA will not refund vendor fees for any last minute cancellations.

ARRIVAL: The gates will open for vendors at 12:00pm

SET UP: All display elements associated with Vendor must be maintained in a neat, orderly and professional manner. Set up must be complete by 1:00pm

BREAKDOWN: Breakdown will not start until 5:00pm. All items must be removed by 6:00pm.

POWER: Will you need electricity? YES NO

If so, please list what type of items: _____

CONDUCT and PROHIBITED ITEMS: Arlington's Knapp Heritage Park is a family-oriented venue with young children in attendance. There is no smoking or vaping onsite.

LIABILITY: The Vendor agrees to pay any damages their party may cause to the grounds, homes, furnishings, equipment, or persons of Arlington Knapp Heritage Park. Dance Theatre of Arlington and Knapp Heritage Park are not responsible for the loss of or damage to Vendor's property or equipment while on the event grounds, nor for any personal injuries the Vendor or their helpers may incur or cause on the grounds. Dance Theatre of Arlington and Knapp Heritage Park are not responsible for the Vendor's property left on the grounds.

DONATIONS: If the Vendor wishes to donation a portion of their sale percentage to DTA, please fill out the information below This is not mandatory. Dance Theatre of Arlington is a non-profit 501(c)(3) and all donations are greatly appreciated. Donations can be a cash, a check or executed online.

	Percentage of Sale (circle one)				or Fixed Amount
Donation Amount	5%	10%	15%	20%	\$ _____

BY MY EXECUTION BELOW, I ACKNOWLEDGE THAT I HAVE READ THIS CONTRACT IN ITS ENTIRETY AND AGREE TO ABIDE BY ALL OF ITS TERMS AND CONDITIONS.

Signature of Vendor Representative

Date