

**MANSFIELD CIVIC CENTER  
COVERED BRIDGE FESTIVAL – MANSFIELD, INDIANA  
OCTOBER 13 – 22, 2017**

**FEE PAYMENT POLICIES**

**ALL SPACES ARE BASED ON 10' x 10'**

<b>IN-LINE SPACES -----</b>	<b>\$650.00</b>
<b>CORNER SPACES -----</b>	<b>\$775.00</b>
<b>STREET SPACES -----</b>	<b>\$1275.00</b>

A fifty (%50) deposit will be required to reserve your space for the **2017 Covered Bridge Festival**. The contract balance will be due by **May 1, 2017**. Any payment made after the May 1<sup>st</sup> due date will be subject to a 10% late fee provided the payment is made prior to June 1st, 2017, after which your space may no longer be available and your deposit will be forfeited. **In the event an agreement is obtained for a later payment there will be a 10% per month late fee charged for each month or partial month after the May 1<sup>st</sup> due date.**

In the event of cancellation by a vendor, deposits will be refunded in full, provided a written notice of cancellation is received thirty (30) days prior to the May 1<sup>st</sup> balance due date.

In the event that a written cancellation notice is not received thirty (30) days prior to, or the balance due on you contract, by May 1, 2017, your deposit will be forfeited. It is recommended cancellations be sent certified with a return receipt. This will help prevent any misunderstandings or discrepancies.

If after payment is received in full, a vendor finds it necessary to cancel, all money will be refunded if notice is given in writing (30) days prior to the start of the Festival. This will also hold true if the landlords cancels a vendor's lease. A minimum of 30 days written notice will be given and all money refunded.

There will be a \$30.00 per space, electric charge for vendors requiring electricity, with an additional \$50.00 per heat press, microwave, hot plates, etc. or units requiring their own private lines. Special arrangement must be made for 220 volt service.

Sincerely,

William R. Osmon 812-251-7660

**RECEIPT - MANSFIELD CIVIC CENTER  
RENTAL DATES - OCTOBER 13 - 22, 2017**

CASH, CERTIFIED CHECK, COMPANY CHECK, OR MONEY ORDERS WILL BE ACCEPTED  
NO CHECKS WILL BE ACCEPTED AFTER SEPTEMBER 1ST DEADLINE DATE

Make all checks or money orders payable to: MANSFIELD CIVIC CENTER

**MAIL TO:**

**WILLIAM OSMON  
599 FRONTIER COURT  
TERRE HAUTE, IN 47803**

Phone 812.251.7660  
Email: wrosmon@gmail.com

**LEASE DATES - October 13 - 22, 2017**

RECEIVED FROM:	_____	_____	_____
	LAST NAME	FIRST NAME	BUSINESS NAME
			RENTAL FEE _____
SPACE # _____			ELEC CHG _____
			SALES TAX _____
			MANSFIELD ASSOCIATION FEE <b>\$25.00</b>
			TOTAL CHARGES _____
AUTHORIZED SIGNATURE _____			DEPOSIT _____
			BALANCE _____

ANY VENDOR WHO DOES NOT CHECK IN BY 7:00 AM THE MORNING OF THE SHOW  
WILL FORFEIT THEIR SPACE AND PREPAYMENTS WITHOUT REFUND.

**2017 APPLICATION - MANSFIELD CIVIC CENTER  
APPLICATION MUST BE COMPLETED AND SIGNED**

PLEASE PRINT IN INK

NAME		BUSINESS NAME* _____		
LAST NAME	FIRST NAME			
ADDRESS		Email _____		
CITY		STATE	ZIP	
TELEPHONE CELL:		BUSINESS:		ELECTRICITY
				YES
				NO

MERCHANDISE: \_\_\_\_\_  
Must be listed to be \_\_\_\_\_  
sold. Changes must \_\_\_\_\_  
be approved. \_\_\_\_\_

I the undersigned, along with any of my representatives, agree that the Mansfield Civic Center owners and any of their associates or employees shall be held harmless and free from any liability in the event of any unforeseen occurrence such as loss of work or personal injury or property arising from the rental and occupation of space for the festival.

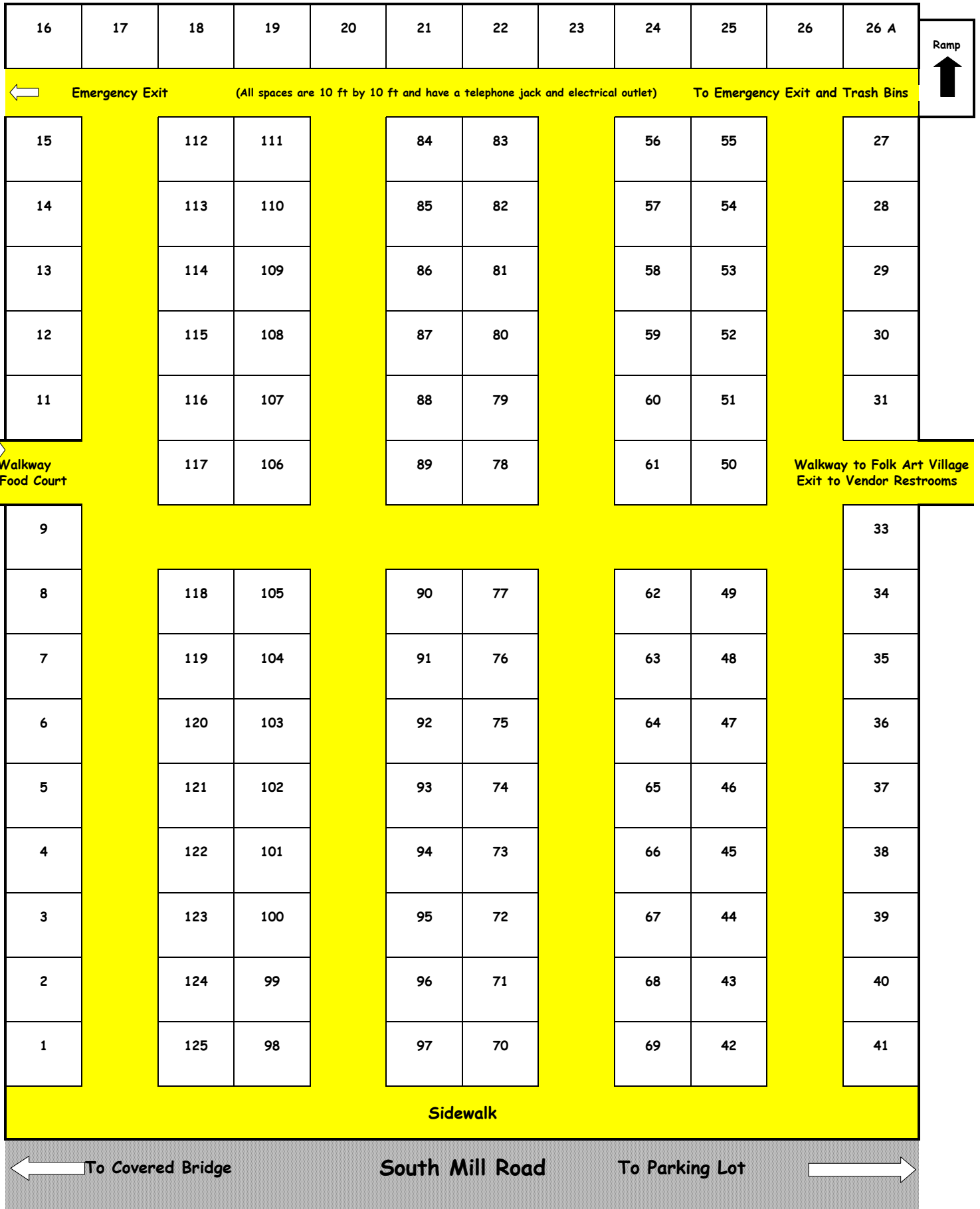
SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**FOR OFFICE USE ONLY**

RENTAL FEE _____	SPACE/s # _____
ELEC CHG _____	_____
SALES TAX _____	
MANSFIELD ASSOCIATION FEE <b>\$25.00</b>	
TOTAL CHARGES _____	
DEPOSIT _____	RECEIVED ON _____
Deposit is %50 percent of Total Charges	_____
BALANCE _____	RECEIVED ON _____
Due on or before May 1, 2017	_____

[ ] I have read and agree to the terms of payment of the required Deposit and payment of the Balance on the contract.

## Mansfield Indiana Civic Center Layout for Covered Bridge Vendor Space



# MANSFIELD CIVIC CENTER MANSFIELD, INDIANA

## 2017 COVERED BRIDGE FESTIVAL RULES AND REGULATIONS

Hours of operation are from 9:00 AM to 6:00 PM every day except for the last Sunday they are 9:00 AM to 5:00 PM. All vendors will be open during these hours, every day, regardless of weather conditions.

No vehicles will be allowed on the street during the hours of operation to load or unload. You will be towed with no warning. This also applies to all commercial delivery vendors. The only exceptions will be emergency vehicles, US Mail, FedEx and U.P.S.

All booths must be attended during hours of operation.

**NO SMOKING is permitted in the Civic Center or on the Food Court. Smoking is allowed on the South side of the Civic Center by the vendor toilets. When smoking outside please put your butts in the containers provided for that purpose and not on the ground.**

**NO ELECTRIC HEATERS ARE PERMITTED.** Any violation will result in immediate removal from the show without benefit of refund.

**ALL BOXES MUST BE BROKEN DOWN AND PLACED IN THE DUMPSTER BEHIND THE BUILDING. DO NOT ATTEMPT TO CLIMB THE FENCE OR TO CUT THE FENCE. . PLEASE USE THE WHITE ROCK ROAD OUTSIDE THE SOUTH EXIT.** All vendors will please keep their areas clean and pick up any papers or trash in front of their booths each day at closing.

Aisles must be kept clear for customers, please do not sit in or place any merchandise in aisles.

No alcoholic beverages are permitted on property.

**Booth space cannot be sublet by vendor. No exceptions.**

Lessor reserves the right to remove or to have removed from the Civic Center any merchandise which is illegal, counterfeit or objectionable or **NOT LISTED ON LESSEES' APPLICATION.**

**PARKING. NO PARKING IS PROVIDED FOR CIVIC CENTER VENDORS FOR CARS, TRUCKS, VANS, CAMPING TRAILERS OR STOCK TRUCKS. PAID PARKING IS AVAILABLE AT JIM'S PARKING AND HILLTOP FARMS. THERE IS NO PARKING PERMITTED BEHIND THE CIVIC CENTER OR ON THE PROPER OUTSIDE THE SOUTH DOOR. (THE ONE TO VENDOR RESTROOMS) UNAUTHORIZED VEHICLES WILL BE TOWED WITHOUT NOTICE.**

Any after hours must be done through the designated entrance. **DO NOT TRY TO RAISE THE TARPS AT ANY OTHER POINT.** This is for your own security and that of the building. It would be helpful if you were to wear your name badge to let the night policeman know you are in the building.

**HOUSEKEEPING.** It is your responsibility to maintain your booth. Please keep it free from litter. Nothing is allowed in the aisle as it is cleaned each night. In addition, when you break down at the end of the show you should leave your area as you found it. Boxes are to be broken down and **PUT IN THE DUMPSTERS PROVIDED.** Other trash should be swept up and placed in the dumpsters. We have tried to avoid establishing a cleaning fee but will consider one if you do not help with your own trash.

No motorized vehicles (electric skateboards) are allowed in Center.

Jon Devereaux and Bill Osmon will be available to assist you if you have any questions or issues.