

**MANSFIELD CIVIC CENTER
COVERED BRIDGE FESTIVAL – MANSFIELD, INDIANA
OCTOBER 9 – 18, 2015**

ALL SPACES ARE BASED ON 10' x 10'

IN-LINE SPACES -----	\$650.00
CORNER SPACES -----	\$775.00
STREET SPACES -----	\$1275.00

A fifty (%50) deposit will be required to reserve your space for the **2015 Covered Bridge Festival**. The contract balance will be due by **May 1, 2015**. Any payment made after the May 1st due date will be subject to a 10% late fee provided the payment is made prior to June 1st, 2015, after which your space will 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 1st 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 1st 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, 2014, 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.

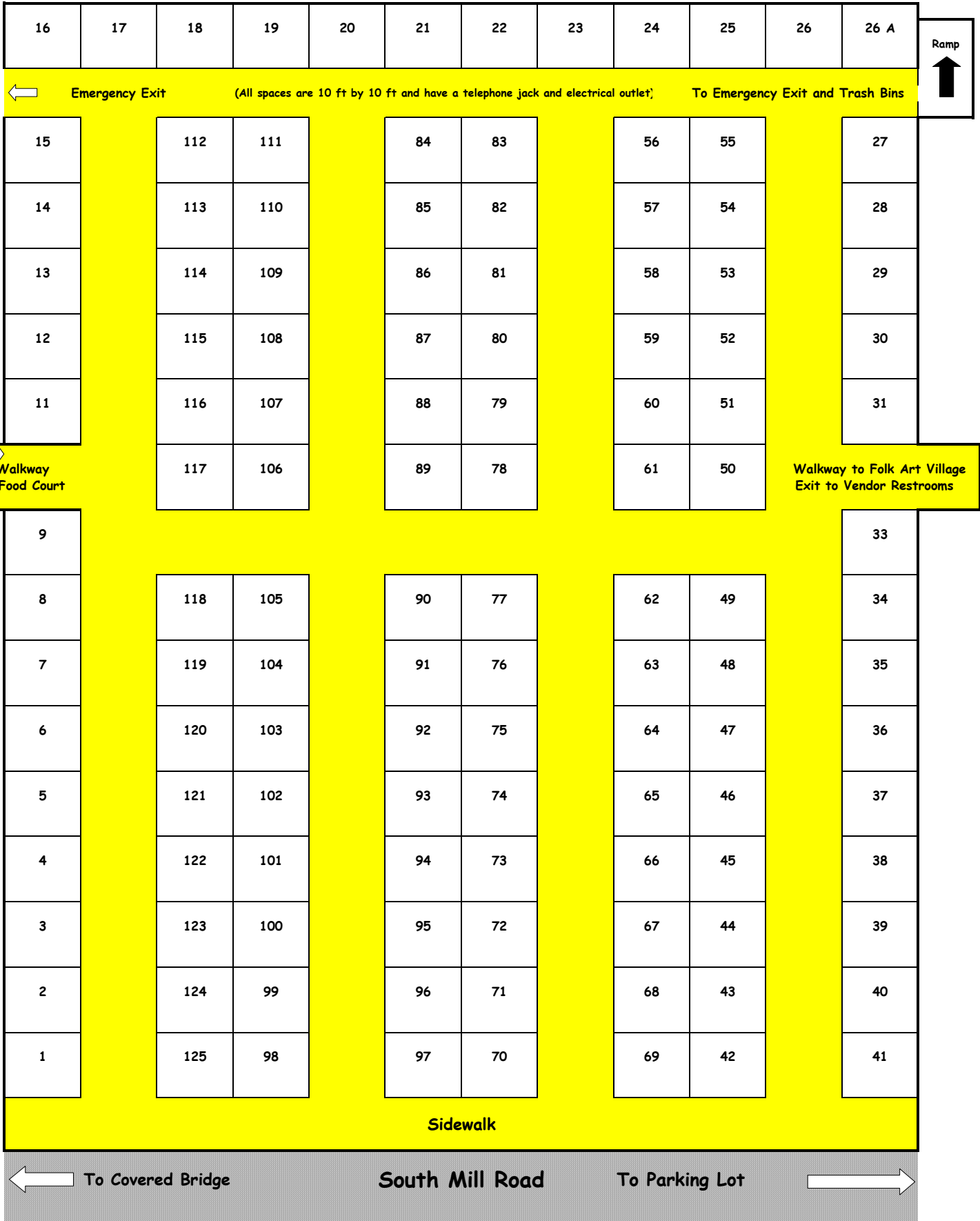
There will be a \$30.00 per space, electric charge for vendors requiring electricity, with an additional \$50.00 per heat press, microwave, hot plates, etc. or units requiring their own private lines. Special arrangement must be made for 220 volt service.

Sincerely,

William R. Osmon

Mansfield Indiana Civic Center

Layout for Covered Bridge Vendor Space



**MANSFIELD CIVIC CENTER
MANSFIELD, INDIANA**

**2014 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.

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.**

THERE IS NO PARKING PERMITTED BEHIND THE CIVIC CENTER OR ON THE PROPERTY OUTSIDE THE SOUTH DOOR. (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.

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