



RiverFest & Upper Kennebec Valley Expo 2011



**Downtown Skowhegan &
the Kennebec River Gorge**

Exposition Dates & Times

Friday, June 24: 1:00 pm— 7:00 pm

Saturday, June 25: 9:00 am— 7:00 pm

Sunday, June 26: 9:00 am— 1:00 pm

Looking for the perfect place to showcase your business? The Run of River Committee is pleased to present the 5th Annual RiverFest! A fun, family event, RiverFest is a three day celebration featuring whitewater activities, tubing and events giving a glimpse of what the future will be like once the river is fully developed with the Run of River whitewater park.

With major sponsorship support from Skowhegan Savings, we are able to bring three days of family events, entertainment, and fun to downtown Skowhegan. We are looking for vendors, exhibitors, volunteers and more. Check it out!



RiverFest & Upper Kennebec Valley Expo

Vendor Application

Business / Group / Person Information:

Name _____

Address _____

City _____ State _____ Zip Code _____ Telephone # _____

Mailing Address (if different then above)

Contact Person _____ Email Address _____

Booth Spaces Please indicate choice of size

100 sq feet – under tent	1 Booth @ ____ \$150.00
With electricity	\$200.00
200 sq feet(10x10 under tent, 10 x 10 outside tent)	1 Booth @ ____ \$200.00

Register by June 17 and take \$50 off your booth price!

All booths under the tent will receive one 8' Table and 1 Chair

Each outside space is beside the corresponding inside space for the vendor

If electricity is needed you must bring your own three-prong extension. Limit one (1) 20A 120 VAC service per booth. Additional electricity above and beyond the initial 20 A will be at a cost of \$50.00

Additional items:

_____ Chairs	\$ 1.00
_____ Tables	\$10.00

Booth Sign & Advertising: Your space will be marked with a sign and city of origin as listed above. Any additional signage will be the responsibility of the booth renter. Your business will also appear in the program as listed above.

If you would like your name to appear differently please write it here:

Would You Be Interested in doing a 15-30 minute presentation at some point?	YES or NO	Total: Booth Space:	\$ _____
		Extras: Tables (\$10) Chairs (\$1)	\$ _____
Are you interested in providing a door prize for daily drawings?	YES or NO	TOTAL	\$ _____

Return contract and payment to: Main Street Skowhegan
P.O. Box 5, 93 B Water Street
Skowhegan, ME 04976

Exhibition Procedures

Vendors must comply with the following guidelines. Return your check, with an authorized signature from an individual representing the exhibiting business, that the following guidelines have been read and will be adhered to. The authorization form on page 2 of these guidelines must be completed and returned with payment.

Vendor set up will begin Friday, June 24 at 9:00 a.m. and must be complete by 12:00 Noon. NO EXCEPTIONS! If you have special delivery or set-up needs you must contact us directly for permission prior to the event.

Exposition Booth Set Up Time: Friday, June 24 9:00am-12 Noon

Exposition Booth Operation : Friday, June 24 1:00pm-7:00pm

Saturday, June 25 9:00am-7:00pm

Sunday, June 26 9:00am-1:00pm

Exposition Booth Break Down: Sunday, June 26 1:00pm-6:00pm

Staff security will be on-duty overnight and during off-hours. Please refer to the "liability" section below for more details. You may be required to provide workers names so that security is aware of who is authorized to be near your booth space.

Exhibitor Set-Up & Break Down:

For unloading any large items & booth materials during exposition hours the staging area behind the entertainment portion of the tent will be available with pre-approval. All off-hour loading and unloading will have direct access of the municipal parking lot. No dismissal or removal of exhibitor materials before Sunday June 26th 1:00pm.

Booth Assignments:

Booths will be scheduled by the expo management once payment and contract are received. Booth assignments are reserved on a first come first serve basis. We will send you a copy of your contract and guaranteed booth location after processing. Special requests require direct contact and pre-approval.

Booth Guidelines:

When entertaining and demonstrating to attendees, your booth must be arranged so the attendees coming into your exhibit do not block the aisles as to make them immovable or overlap into neighboring exhibits. Noise level should be kept to a minimum if using sound equipment or noise making devices so it does not interfere with other exhibitors, stage shows and/or exhibition promotions.

Liability:

The exhibitor is responsible for the booth area assigned and agrees to pay for any damages caused to pavement, tent, tables, etc. during the time contracted for the space and moving in & out. The show management is not responsible for the theft, public liability, personnel and property damage. This includes at the end of the day, even though security staff will be monitoring activity throughout the off-hours, the responsibility for all items falls solely to the exhibitor.

Insurance: All exhibitors must provide a certificate of insurance with a minimum of \$500,000 for general liability.

Electricity:

If you require electricity, you must provide your own 3 prong extension cord used with a circuit breaker for a multiple outlet strip. Electricity will be limited to one 20A 120 VAC service per booth. Requests for additional electricity will be taken on a first come first serve basis with an additional fee of \$50.00.

Tables & Chairs:

Each inside booth will consist of one 8 foot table and a chair. If additional chairs or tables are needed there will be an additional fee of \$10.00 per table and \$1.00 per chair.

Exhibitor Parking (During show hours):

All Exhibitors will have a designated area for parking during show times.

Exhibition Procedures

Please make all checks payable to:

Main Street Skowhegan

Return payment and contract to:

Riverfest & Upper Kennebec Valley Exposition

c/o Main Street Skowhegan

93B Water Street

P.O. Box 5

Skowhegan, ME 04976

Payment Schedule:

This contract and full payment should be received by May 27, 2011 to reserve your space in the exposition. No booth will be reserved until payment and contract are returned—No Exceptions. No refunds will be given after May 27, 2011. Spaces reserved on a first-come, first-served basis.

Right of Refusal:

Main Street Skowhegan reserves the right to refuse applications that are not felt to be in the best interest of the Exposition. This Exposition is meant to educate the general public of all the recreational offerings that the Upper Kennebec Valley has to enjoy. This Exposition will be a family oriented event with numerous activities, demonstrations, and shows geared toward persons of all ages. Any application received that is perceived to move away from the goals of this Exposition will be withdrawn without bias.

Dispute Resolution:

In an effort to resolve conflicts that may arise during the terms of this agreement, the parties to this Application agree that all disputes between them arising out of or relating to issues of performance shall be submitted to non-binding mediation unless the parties mutually agree otherwise.

Both parties further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the Exposition and to require all independent contractors and consultants to include a similar mediation provision in all agreements with their subcontractors, sub consultants, suppliers or fabricators, thereby providing for mediation as the primary method for dispute resolution between the parties to all those agreements.

In the event a dispute resolution can not be mutually agreed upon by all parties, this contract, once ratified, including the validity, interpretation, construction and performance of this contract, shall be governed by and construed in accordance with the substantive laws of the State of Maine. Jurisdiction for resolution of any disputes shall be solely in Somerset County of the State of Maine.

By the signing of this proposal, you indicate your acceptance of the terms and conditions contained herein and you will give us authorization to proceed with the scope of work indicated.

For More Information:

(207) 612-2571

E-Mail Address: info@mainstreetskowhegan.org

Authorization:

Cut here and return

Please return one signed original of this form, an original application, and a check made out to **Main Street Skowhegan** in the amount of the Exposition Booth Rental Fee and any additional amenities you made need. Furthermore by signing below you are acknowledging that you have read the terms and conditions of this contract as it has been presented and you are agreeing to abide by it. Lastly, do not forget to include a copy of the certificate of insurance with a \$500,000.00 minimum for general liability. You may want a copy of this form for your records and we encourage you to verify that we have received your information and payment in full.

Authorized Signature: _____

Printed Name: _____

Date Signed: _____

Did You Include...?

- Your Vendor Application
- Your Certificate of Insurance
- Your Payment in Full