



## 2019 Kids Day Vendor Terms & Conditions

**Date:** Saturday, May 11<sup>th</sup>, 2019

**Event Hours:** 10:00 am to 3:00 pm

**Location of event:** Waterfront Park, Burlington, VT 05401

### **Vendor Details:**

There are two options for participating: at a table inside the Kids Activity Tent, or on the lawn as an outside vendor.

1. **Kids Activity Tent Vendor:** Tables are available for literature and activities inside the large Kids Activity Tent. Vendors are not allowed to sell products. Vendors must provide a free activity/craft for children. Activities take about 5 minutes, and you can host 2-4 kids at your table at a time. The event runs for 5 hours, so you should plan on materials for 250-350 kids. The fee for participating includes mention in our program guide, a 6' table and space for your activity. The fee does not include electricity or extra tables, both of which you can request for an additional cost.
2. **Lawn Space Vendor:** Designated spaces are available for individual vendors. The space available is for one or two 10x10' tents. All tents must have weights. Vendors are responsible for bringing their own tent, tables, and chairs. The fee for participating includes mention in our program guide and space for your activity.

### **Vendor Responsibilities:**

The vendor including, but not limited to its employees, agents and/or volunteers will be responsible for its operations and for all materials, tools, equipment, appliances, and property. The vendor assumes all risks of direct and indirect damages or injury to person or property wherever located, resulting from any action, omission, commission or operation at Kids Day. Vendors are responsible for keeping their rented tables and chairs clean and dry, and will properly dispose of all materials in the receptacles provided.

### **Set-Up Time:**

In early May, vendors will be sent a map with procedures and parking info. Set up time begins at 7:00 am, and vendors must be ready for the public by 10:00 am. Cars will not be allowed on site past 9:15 am. If interested, vendors may set up the evening before between the hours of 2:00 and 5:00 pm.

### **Break-down Time:**

Kids Day ends at 3:00 pm. Vendors may not leave the event until that time. Cars may not be on site until 3:30 pm, for the safety of event participants still on site.

### **Advertising:**

This event is advertised widely through various television, print and radio sponsors, as well as through the BPRW program guide, various online calendars and social media. Vendors are encouraged to list Kids Day on their website and social media, and share with their local customer base.

### **Cancellation Policy:**

Kids Day is held rain or shine, but if severe weather or other conditions appear, BPRW officials operating together with Police and Fire officials reserve the right to cancel all activities. No refunds will be issued in this instance. There is no rain date for Kids Day.



## **2019 Kids Day Vendor Application**

*Use this form to register for a booth space in the Kids Activity Tent or a Lawn Space  
Registration form due April 19<sup>th</sup>, 2019*

Business/Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Website: \_\_\_\_\_

Explanation of Activity: \_\_\_\_\_

Proposed description of Set Up (if lawn space vendor): \_\_\_\_\_

### **FEES FOR ACTIVITY TENT OR LAWN SPACE (check any/all that apply)**

#### **For Activity Tent:**

- \$125** non-profit fee  
(provides one 6' table and one folding chair in main exhibit tent)
- \$200** general fee  
(provides one 6' table and one folding chair in main exhibit tent)

#### *For Activity Tent:*

- \$20** each additional 6' table (please specify how many) \_\_\_\_\_
- \$20** electricity access

#### **For Lawn Space:**

- \$175** non-profit fee (provides space for small pop up tent and materials)
- \$250** general fee (provides space for small pop up tent and materials)

**Total \$:** \_\_\_\_\_

- Fee included with registration form
- Fee in the mail

Checks can be made out to: Burlington Parks, Recreation & Waterfront  
BPRW - c/o Emma Allen  
645 Pine St, Suite B  
Burlington, VT 05401

### **WAIVER**

Vendor agrees in any event to indemnify, hold harmless and defend the City of Burlington, its appointed or elected officials, employees, and volunteers from any and all claims, actions, and judgments, including all costs of defense and attorney's fees incurred in defending against and arising from and related to vendors, their employees or volunteers actions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Return registration form to Emma Allen at above address or email to [eallen@burlingtonvt.gov](mailto:eallen@burlingtonvt.gov)