



**November 13, 2021**

## **Merchant Vendor Contract**

*(Contract is for Vendors who are selling non-food items)*

1. **Vendor Fee:** Payment is due at time of application and can be made payable to Pheng Yang or Theng Xiong. Or PayPal: rechargeable12@live.com. Applications without a payment will not be processed.  
**\*Cost \$100.00 per booth (10 x 10), \$9.00 same day business license, plus \$50.00 refundable deposit fee. Total fee \$159.00\***
2. **Cancellation Fee:** \$50.00 deposit fee will not be refunded to Vendors who do not show up for the event and/or cancel at the last minute.
3. **Set Up Time:** Vendors can begin to set up at 11:00 AM and must be set up by 3:00 PM.
4. **Booth:** All vendors must provide all booth materials including canopies, generators, lights, extension cords, tables, chairs, decorations, price list, signs, etc. No electricity or running water will be available. Booth spaces are outdoors. Events are held rain or shine.
5. Please bring the proper amount of assistance needed to set up your booth. Event staff are not responsible for setting up or tearing down booths or equipment.
6. Vendors are required to adhere to all state, county and city regulations including but not limited to:
  - **Same Day Business License** – \$9.00 fee
  - **Certificate of Insurance**– All vendors are required to carry a minimum \$1,000,000 liability insurance.
7. All vendors must leave their assigned area in a clean condition the same and/or better than first received.
8. We expect all Vendors to abide by the following Code of Conduct:
  - Exercising consideration and respect in your speech and actions
  - Offensive language, aggression or verbal abuse of staff, fellow vendors or participants at the event will not be permitted and will result in dismissal from the event with no refund.
  - Refraining from demeaning, discriminatory, harassing behavior and speech
  - Being mindful of your surroundings and of your fellow participants
  - Alerting Lotus Moon staff members if you notice a dangerous situation, someone in distress, or violations of this Code of Conduct, even if they seem inconsequential.
9. I understand that I may be removed from the event or denied the ability to set-up at the event without refund if event staff deems my behavior inappropriate. Event officials have the right and will execute the right to ask any vendor to leave if they are not following the requests outlined in the vendor contract or if they deem that vendors at the event have misrepresented their business on their application.
10. **Lotus Moon will not be held responsible for any liability, lost, stolen or damaged merchandise or any injury during the Festival.**
11. Applications can be mailed or dropped off to the address provided. Send Applications with all required documents to: Lotus Moon 529 5th Street Marysville, CA 95901.

529 5<sup>th</sup> Street, Marysville, CA 95901

Phone: (530) 329-6725

Email: [lotusmoon530@gmail.com](mailto:lotusmoon530@gmail.com)

Website: [www.facebook.com/lotusmoonwaterlanternfestival](http://www.facebook.com/lotusmoonwaterlanternfestival)



12. **Questions:** Should you still have questions after reading everything, please feel free to contact Lotus Moon at (530) 329-6725 or by email at [lotusmoon530@gmail.com](mailto:lotusmoon530@gmail.com).

**Application Deadline: Merchant Vendor Form must be submitted by Friday, October 1, 2021.**

**BUSINESS NAME:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**PHONE:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**List items to sell:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Amount Paid:** \_\_\_\_\_  **Cashier's check/Money Order**  **Paypal**  **Cash**

**How many booths:** \_\_\_\_\_

*By signing below, I hereby acknowledge that I have completely read and fully understand the merchant vendor contract.*

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

529 5<sup>th</sup> Street, Marysville, CA 95901

Phone: (530) 329-6725

Email: [lotusmoon530@gmail.com](mailto:lotusmoon530@gmail.com)

Website: [www.facebook.com/lotusmoonwaterlanternfestival](http://www.facebook.com/lotusmoonwaterlanternfestival)