



Rotary Club of Falmouth

Post Office Box 293

Falmouth, MA 02541

www.falmouthdayofplay.com

rcof@dayofplay.com

Saturday, June 13, 2020

11 a.m. to 3 p.m.

Mullen-Hall School

Fair Exhibitor Application Form

The Rotary Club of Falmouth is hosting its first Annual Kids Fair! The Day of Play will be a fun-filled day where the possibilities are endless! Families are encouraged to make and create crafts to take home, participate in a scavenger hunt, build a fort; shop for items of interest for the entire household or enjoy a good meal. The age range for this event is ages 4-10, although all families are welcome to attend. We appreciate your interest in participating as either a general or food vendor and look forward to seeing you at the fair.

Company Info:

Company Name: _____

DBA: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Fax: _____ Website: _____

Facebook: _____ Twitter: _____

Individual Contact Info:

Name: _____ Title: _____

Email: _____

Phone: _____ Fax: _____

Type of product(s):

Food

Arts & Craft

Other: _____

(Describe) _____

List of items to be sold: _____

Other information you feel we should know: _____

Exhibitor requests the following booth size and agrees to pay the following booth rental fee

(check one): 10'x10' Space* \$50.00 x _____ * = _____ (*= # spaces needed)

Food Vendor Space**\$65.00 x _____ * = _____ (*= # spaces needed)

All vendors will be listed on the back of the event (treasure) map and on the website.

*General vendor spaces are parking lot spaces. The sizes are approximate.

**Food vendors must pay an additional \$15 for a temporary food permit. Info will be forwarded.

Tables, chairs, coverings, and signage are not provided; please arrange to bring your own.

Electricity is not available, so please plan ahead.

TOTAL: (add up all above) \$ _____

For the application to be considered, the following must be included:

- Please complete the Vendor Application form
- Please sign the Terms and Conditions document
- Mail or email photographs, images or web link of your products.
- Please forward a print & web version of your business logo within 3 days of application submission

→Payment: Method of Payment: Check Paypal***

Please make checks payable to the Rotary Club of Falmouth

Total Payment Enclosed: \$ _____

***Please email us at rcof2019@falmouthdayofplay.com and a PayPal invoice will be sent to you.

Mail or email all forms to:

Day of Play Committee – Rotary Club of Falmouth

Post Office Box 293, Falmouth, MA 02541

*If paperwork is emailed, the application will not be considered until the fees are received.

Monies will be immediately returned for any applications that are not accepted.

By completing the Rotary Club of Falmouth's application for the Day of Play Kids Fair, you are certifying that you have read the Terms and Conditions, and will adhere to all rules and policies herein.

Printed Name: _____

Signature: _____

Thank you for your interest in the Day of Play Kids Fair. Your registration will be confirmed by email within two weeks of the time we receive it. Please contact us if you have not received notification. For more information, please email the Day of Play Committee at rcof@dayofplay.com

Your participation is greatly appreciated.

Office use only below this line

Date Registration Received: _____

Payment Received _____ Payment Method: _____

Check Number: _____ Date Confirmation Emailed: _____

Space Assignment: _____



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Terms and Conditions

Day of Play Kids Fair

- 1. Setup/ Break Down:** All Exhibitors must be set up and ready to sell by 10:30 am the day of the Kids Fair. Exhibitors may begin setting up 9:30 a.m. Break down can start no sooner than 3:00 pm on Saturday and must be completed by 4:00 pm. **No vendor is to close before the official closing time.** Sellers are responsible for their selling spaces. *Before leaving, be sure your area is clean free of trash and debris. Food vendors: Please cover your ground space with tarp or a similar covering to ensure that liquid spills will not soil the area. Restroom facilities at Mullen-Hall School will be available from 10:30 a.m. until 3: 00 p.m. on the date of the event.
- 2. Exhibitor Items:** At the time of application, each Exhibitor must submit a few photographs of his or her craft(s) or wares. *Please advise if RCOF may use the supplied items to further promote the Day of Play.* The purpose of this event is to highlight activities and items of interest to children and/or are family-oriented. Please ensure that the products you wish to sell meet these requirements. The Day of Play Committee reserves the right to have items removed that are considered not appropriate. No open flames (except for food vendors), profanity, tobacco or alcoholic items/references, or suggestive materials are permitted.
- 3. Exhibitor Responsibility:** Exhibitor tables/ booths must be manned at all times and intact until show closes at 4 p.m. The Day of Play Kids Fair and the Rotary Club of Falmouth are not responsible for merchandise or display materials. Exhibitor will be fully responsible for any loss or damage to his or her property by theft, fire or casualty and are encouraged to obtain their own insurance coverage(s). The Day of Play Kids Fair and the Rotary Club of Falmouth expressly disclaims any responsibility for same. Exhibitors shall be responsible for any damage which may be incurred to the facilities as a result of or in connection with its operation. Each exhibitor is responsible for the conduct of his employees and/or representatives, and activities must not detract from the image or welfare of the fair.
- 4. Exhibitor Spaces:** Exhibitor spaces will be assigned. Placement, flow and competition will be taken into consideration to provide the best experience for fair attendees. If you have special space needs, please include your request with your application and we will make every effort to accommodate you. Spaces are reserved on a first---come first---served basis. Vendors must ensure that none of their display equipment extends beyond the space they have booked; this includes any rails, stands or additional equipment. Exhibitors must bring their own tables, chairs, canopies, tarps, signs, etc. No exhibitor space materials will be provided by the Day of Play or the Rotary Club of Falmouth. **Electricity is not available at this event.**

5. Acceptance: The Day of Play Fair and the Rotary Club of Falmouth reserve the right to decline any application for space if it deems such action to be in the best interest of the Kids Fair.
6. Payment: The full payment is a non-refundable registration fee for the assigned space (and any purchased additional advertising). It is due with the submission of the application and this agreement. If your business is not accepted to participate in the event/not assigned a space, you will receive a refund of all monies paid.
7. Music will be provided during the day. Please do not play additional music at your booth.
8. Cancellation of space: Application fees are not refundable for assigned exhibitor spaces. The Day of Play Kids Fair, the Rotary Club of Falmouth and/or Rotary International is/are not liable if weather or other conditions prevent the Exhibitor from attending and fulfilling the contractual obligation as an Exhibitor. **A rain date of Sunday, June 14, 2020 has been scheduled and will be honored.** No refunds will be made for weather, accident, health or other causes for non-participation.
9. Indemnification: Exhibitor agrees to indemnify and hold harmless the Day of Play Kids Fair, the Rotary Club of Falmouth and/or Rotary International from and against any loss, expense, claims, damages, causes of action, injuries, suits or damages, suits to a person or property, including attorney's fees, arising out of or related to the operation of the Exhibitor at the Day of Play Kids Fair.

Print Name & Signature: _____ Date: _____

Applications will be available online at <http://www.falmouthdayofplay.com>.
Upon request, an application can be mailed to any interested party.