

2017 "JUNIOR NORRIS" MEMORIAL SHOOT-OUT

VENDOR CONTRACT

JUNE 21ST THRU JUNE 24TH - 10:00AM – CLOSE

SUNDAY, JUNE 25TH – NOON – 5:00PM

BUSINESS NAME

PRINTED NAME OF CONTACT PERSON

SIGNATURE

EMAIL ADDRESS

ADDRESS

CITY, STATE, ZIP CODE

PHONE #

DESCRIPTION OF MERCHANDISE (ALL VENDORS ARE ASKED TO ATTACH NON-RETURNABLE PHOTOS OR BROCHURE(S) OF YOUR MERCHANDISE.)

PLEASE INCLUDE CHECK OR MONEY ORDER (PAYABLE TO JUNIOR NORRIS MEMORIAL SHOOT OUT) FOR THE TOTAL AMOUNT DUE FOR ALL BOOTHS REQUESTED. To secure your booth space, payment must accompany your signed contract and all checks must have cleared by May 15, 2017. A fee of \$25.00 will be assessed on any returned check. Payment of all fees indicated below constitutes acceptance of this agreement and all of the terms of the agreement contained herein. If the Event is cancelled for circumstances beyond the organization's control, the Junior Norris Memorial Shoot-Out will give full refunds to all paid vendors.

********* You will not be assigned a booth until you are paid in full. After April 28th, 2017 all unpaid booths will be open to all outside vendors. The vendor coordinator has the right to change your booth if he/she finds it necessary and will notify you by email of the change.

SIZE OF BOOTH REQUESTED _____ DESCRIPTION OF LOCATION: _____

PLEASE SEE ATTACHED
SITE PLAN

ADDITIONAL INFORMATION: _____

STAFF USE ONLY:

DATE RECEIVED: _____

POSTMARK DATE: _____

AMOUNT RECEIVED: _____

CHECK # _____ BOOTH # _____

AMOUNT PAID \$ _____ RECPT # _____

PAID BY: _____

ADDRESS: _____

CITY _____ STATE _____ ZIP _____

PHONE: _____

2017 “JUNIOR NORRIS” MEMORIAL SHOOT-OUT

VENDOR CONTRACT

JUNE 21ST THRU JUNE 24TH, 2017 - 10:00AM – CLOSE

SUNDAY, JUNE 25TH, 2017 – NOON – 5:00PM

_____ (herein after referred to as “Vendor”), agree to pay the 2017 **“Junior Norris” Memorial Shoot-Out** (herein after referred to as **JRNMSO**) for each main building **10 foot by 10 foot booth space** at the sum of \$ _____ **PER DAY** or \$ _____ **for all five days**. If your contract is postmarked after **APRIL 28TH, 2017**, Please enclose a late fee in the amount of **\$10.00 per booth space**. There will be no refunds on or after **JUNE 1ST, 2017**. A **\$25.00 processing fee** will be charged for processing all refunds. Incomplete contracts will be returned.

The **JRNMSO** is responsible for providing advertising and location at **3164 5th Street (aka Seymour Road), Wichita Falls, TX**. Vendors are responsible for their own set-up, possessions and merchandise and services and the **“JUNIOR NORRIS” MEMORIAL SHOOT-OUT** requirements listed in the contract.

The building will open for set-up on Tuesday, June 20th from 10:00AM until 8:00PM. All vendors must exit the building no later than 8:30PM. All Vendors who have not checked in by 4:00PM on Tuesday, June 20, 2017 need to contact the **Vendor Coordinator, Sherrie Glenn at 940-733-8846** with confirmation of arrival time. **If you are a Vendor who will be on the premises less than the full 5 days of the Event, set-up times are daily beginning at 8AM**. Tournament play begins at 10:00AM on Thursday, June 22, 2017 and each day thereafter. There shall be no disturbance of tournament play caused by the vendor with set-up and/or disassembly. Any such disturbance shall be cause for forfeiture of the booth space with no refund to the vendor. Although vendor is allowed full operation of their booth for all hours open, vendor may open/close their space at any time during the operation hours.

The **JRNMSO**, including its officers and members, volunteers, sponsors, building owner, or any other associated individual/company etc. are not responsible for loss or damage to vendor’s property or personal injury during this. Items and Services sold at the Event shall be the sole responsibility of the vendor and must be approved by Event the Event staff and booth coordinator. The **JRNMSO** reserves the right to refuse participation of vendors if they do not meet the criteria or guidelines set forth by the **JRNMSO**. The **JRNMSO** vendor coordinator also has the right to change you booth space if she/he feels it is best for you and the Event. An email will be sent to you if this were to occur.

PLEASE INCLUDE CHECK OR MONEY ORDER (payable to **“JUNIOR NORRIS” MEMORIAL SHOOT-OUT**) FOR THE TOTAL AMOUNT DUE FOR ALL BOOTHS REQUESTED. To secure your booth space, payment must accompany your signed contract and all checks must have clear by May 15, 2017. A fee of \$25.00 will be assessed on any returned checks. Payment of all fees indicated below constitutes acceptance of this agreement and all of the items of this agreement contained herein. If the Event is cancelled for circumstances beyond the organization’s control, JRNMSO will give full refunds to all paid booths.

*******You will not be assigned a booth number until you are paid in full. On May 15th, 2016 all unpaid booths will be open to all outside vendors.**

BOOTH INFORMATION

- Booth spaces are 10 x 10 (unless other arrangements have been made with the booth coordinator). PLEASE STAY WITHIN YOUR ALLOTTED SPACE.
- If needed, vendors must provide their own heavy-duty electrical cord and any other cords necessary for set up.
- **Not all booths have access to an outlet. Please make sure to tell the Event coordination that you require electricity. (15-20 AMPS PER OUTLET MAX)**
- Electrical cords run between booths. Please be considerate while establishing your hookup.
- **Vendors must provide their own tables, chairs and other items needed to set up their booth.**
- Access to the building is restricted except where clearly marked for vendor and patron use.

- **Vendors are not allowed to cover any fire panels behind the booth.**
- Vendor may not alter the interior surfaces of the building in any way to include using nail, fasteners, or paint on any surface. If damage is found by the JRNMSO organization, the vendor will be responsible for fees to return property to its original state.
- The Fire Marshall and JRNMSO will conduct unannounced inspections.
- Vendors must correct all issues identified by the inspector or staff in compliance with Fire Code.
- Fire Code prohibits the use of hay, cotton, paper, straw, moss or like materials as decoration; they can be used in the composition of sale items.
- Exposed foamed plastic materials and unprotected materials containing foamed plastic used for decorative purposes shall have a heat release rate no exceeding 100kw.
- Storage of combustible materials, cardboard boxes, honeycombed paper, paper/plastic bags, etc., must be limited to a one-day supply and should be removed nightly to reduce fire hazards.
- Lighting decorations cannot be piggy-backed on the same electrical outlet.
- All lighting must be unplugged at the end of each operating time.
- All pricing is at the vendor's discretion. The JRNMSO cannot dictate pricing.
- Vendors are responsible for disposal of large boxes or supplies in the dumpster outside the back doors. Don't pile packing boxes next to the small inside trash cans.
- Concession food sales are prohibited in the Building.
- All sample giveaways must be approved by the JRNMSO.
- All vendors giving away food sample must comply with all health department regulations.

VENDOR PARKING

- Vendor parking will be on the Far West and Far East sides of the building and shall be marked and used on a first come/first served basis.
- Only vendors and volunteers may enter the building prior to start of the Event on any day.
- All oversized vehicles (RV's, U-hauls & trailers will be parked along the outside perimeter of the parking lot. **Please advise JRN9BSO staff in advance if you will be requiring an oversized parking area.**
- Handicapped parking is available in the main parking area for those who require assistance and have a permit. Please be respectful of our handicapped patrons.

CHECK-IN and PROCEDURES

- Unload promptly then move your vehicle to vendor parking to allow others to unload.
- Vendors are responsible for unloading/loading their goods.
- Refrain from asking JRNMSO personnel/tournament players/spectators for loading and unloading assistance.

SECURITY

- The Building will be locked down each evening to protect your goods.
- Products containing spent gun shells, gun powers, residue, and all weapons are prohibited.
- **FIREARMS, even with a permit, are prohibited.**
- KNIVES with a shank over 5 inches, unless valid vendors of cutlery, are prohibited for display, sale or personal use.
- To prevent shoplifting, man your booth until all patrons leave the building.
- Disruptive or unruly behavior will not be tolerated and will result in expulsion from the Event without refund. This includes all family and personnel associated with your booth.

ADDITIONAL INFORMATION

- Current vendors will have preference for the 2018 Event until March 1, 2017. Your contract and full payment must be received by March 15th, 2018 to have preference. Contracts will be available to the general public on March 16, 2018. At that time, all booths will be first come/first served.
- Vendor name tags are to be **WORN AT ALL TIMES.**
- Outside food is not permitted inside the building. Food and Concessions will be available throughout the Event.
- **ANIMALS are NOT allowed except for service animals.**
- If you need assistance during the Event please visit the JRNMSO Hospitality Table.
- The JRNMSO does not provide monetary change to vendors or patrons.
- **Smoking is only permitted outside the building in the DESIGNATED SMOKING AREAS.**
- Door prizes will be randomly given to patrons who will be directed to your specific booth to receive their gift.
- All vendors will be subject to all JRNMSO rules and regulations regardless of whether or not listed in this document or any other JRNNSO correspondence.
- Only Vendors and Volunteers may enter the Event space prior to the opening of the Event.
- In order to encourage a diverse group of products, each vendor is allowed a maximum of two booths. Additional booths may be requested, but are subject to approval by the JRNMSO staff.
- Please consider setting up your own hot spot/data plan if you want more data capability than our building offers.