

DeSoto Public Library “Best Southwest Everything Teen Expo 2019”

VENDOR REGISTRATION FORM



Saturday, April 27, 2019

DeSoto Town Center

SPACE IS LIMITED – SIGN UP NOW!

Deadline March 20, 2019 (To be included in marketing material)

www.desototexas.gov/everythingteenexpo

www.facebook.com/BSWTeenExpo

Contact information:

Company Name: _____ Contact: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____ Email: _____
Product/Service: _____ Sales Tax ID# _____

- Vendor type:**
- \$100** Inside Business/Organization (Includes a 6’ X 2 ½’ table and two chairs)
 - \$75** Outside Business/Organization (Outside vendors are responsible for providing all necessary equipment including table, chairs and shade cover. Electricity is not available.)
 - \$25** Non-profit Business/Organization (Must provide 501c3 proof. Booth location is subject to availability)
 - \$200** Food vendor

Feel free to decorate as you wish. You will not have a large area as we are opting for close proximity to encourage connection and total immersion. Please consider signage that is appropriately sized for a table.

Expo terms and conditions:

- Vendors should arrive no later than 9AM. You may arrive as early as 8:00AM. All set-ups must be complete by 9:30 a.m. on Saturday, April 27, 2019. All breakdowns and move out will start at the conclusion of the Expo at 3:00 p.m. on Saturday, April 27, 2019.
- Vendor agrees to be open and staffed during the duration of the expo (from 10AM – 3PM) and to engage with teens.
- Vendor agrees that display will not intrude on aisles or adjacent exhibitors.
- Vendor fees are non-refundable and non-transferrable. No refunds will be made to vendors who fail to occupy space.
- Vendor is responsible for the cost of move in or out and is liable for any damage caused to the exhibit space in connection with the exhibit.
- Vendor assumes responsibility for any loss, theft or destruction of goods or for personal injuries to him/herself, his/her employees, agents, representatives, and will hold harmless the City of DeSoto and DeSoto Public Library Best Southwest Everything Teen Expo from any and all liability in connection with any and all of the above.
- Vendor tables will be assigned at the discretion of the Expo Coordinator and the City of DeSoto.

The undersigned vendor warrants that vendor is the sole owner of the merchandise sold at the DeSoto Public Library Best Southwest Everything Teen Expo 2019! It is understood that the City of DeSoto merely arranged for the sale of merchandise. The undersigned vendor does hereby release the City of DeSoto from any claim, action, demand or liability arising out of any conduct of any nature of the City of DeSoto or its employees. The undersigned vendor understands that no refunds will be granted due to inclement weather, natural disaster, or cancellation. The City of DeSoto reserves the right to decline any vendor deemed unsuitable for the event.

Organization Contact Signature

Date

Make checks payable to:

City of DeSoto

Mail, fax or email form to:

DeSoto Public Library, Attn: Marq Runnels, 211 E. Pleasant Run Road Suite C., DeSoto, Texas 75115

Fax: 972.230.5797

mrunnels@desototexas.gov

For credit card payments contact Marq Runnels at 972.230.9663.

Credit cards accepted (MC/VISA/DISCOVER)

