

Festival of Trees
Contract for Lease of Booth Space

I /We understand the following guidelines and agree to abide by them:

- I /we am/are renting a 10'x10' space and will keep all items within that space. The cost is \$100.
- I /we shall have the booth **set up completed by 3 PM on Thursday, November 5th**. I have the option of having my booth open during the Preview Party, November 5th, from 6 pm - 7:30, or covering the merchandise.
- I /we shall maintain the booth until after close of the Festival, Saturday, November 7th, and remove all items before noon on Sunday, November 8th.
- Please include your Texas Sales and Use Tax Permit number with this contract. This number is eleven (11) digits and can be obtained by application to the Texas Comptroller's Office. Tax Number _____

Assumption of Risk

- Neither the Festival of Trees nor the venue is liable for any theft or damage issues that may arise. Security will be provided at night. We recommend that vendors obtain insurance coverage, at their own expense, to protect against loss or personal injury.

Merchandise Requirements

- Artisan-made items.
- We encourage items that would be holiday gifts or decorations, but you are free to bring what you feel will present and sell best.
- Please submit pictures of the items to be sold. We want to balance the type of items for sale so there is a variety.

A deposit of 50% of the booth rental shall be returned with this contract. The balance is due by 5 PM on Monday, October 26th and failure to pay may result in loss of your space. Cancellation before Friday, October 9th shall allow for a 50% return of your deposit.

I/we agree to the above conditions:

Name _____ Date _____

Please Return this Contract and a Check payable to the Texas Shakespeare Festival Foundation to:
Festival of Trees
Eileen Walsh Kosnik
1311 W Oakwood St
Tyler TX 75702

Please direct questions to:

Eileen Kosnik

903-330-1946

ekosnik@mac.com