

IMPORTANT: Complete this form and the entire Vendor Agreement. Save the completed PDF and email it back ASAP to kess_majsolutions@yahoo.com. Registration is not complete until the signed agreement and applicable vendor fee are received.

BUSINESS AND CONTACT INFORMATION

Business/Organization Name

Owner/Representative

Phone

Email

Website/Social Media

Business Address

City/State/ZIP

TELL US WHAT TYPE OF VENDOR YOU ARE

- | | | |
|---|---|---|
| ☐ Local Small Business | ☐ Craft/Retail Vendor | ☐ Nonprofit/Community Resource |
| ☐ Food Truck/Trailer | ☐ Dessert/Ice Cream | ☐ Lemonade/Beverage |
| ☐ Health & Wellness | ☐ Barber/Hairstylist | ☐ Educational Program |
| ☐ Bank/Credit Union | ☐ Bounce House Company | ☐ Kids Activity/Entertainment |
| ☐ Other | | |

If Other, Describe

Describe the products, services, resources, or activities you will offer at your booth

SPACE, EQUIPMENT, AND FEE

- | | | | |
|--|---|--|--|
| ☐ 10' x 10' space | ☐ Food truck/trailer | ☐ Using tent/canopy | ☐ Electricity requested |
| ☐ Bringing tables | ☐ Bringing chairs | ☐ Generator | ☐ Propane |

Applicable Vendor Fee:

- | | | |
|--|--|--|
| ☐ \$25 General Vendor | ☐ \$35 Dessert Vendor | ☐ \$50 Food Truck |
|--|--|--|

- ☐ Approved No-Fee Community Resource

Pay using the Vendor Fee option on the event website.

Emergency Contact

Emergency Contact Phone

1. Vendor Space Assignment

Vendor spaces are approximately 10' x 10' unless otherwise approved. Vendor locations are assigned by Kess_Maj Solutions. Vendors may not move, exchange, expand, or relocate their assigned space without prior approval from the Event Coordinator.

2. Vendor Check-In

Vendor check-in begins at 8:00 AM. All vendors must be completely set up no later than 9:30 AM. Vehicles must be removed from the vendor area by 9:30 AM unless otherwise authorized by the Event Coordinator. Late arrivals may be denied entry if setup would interfere with guest safety or the event. Vendors must remain until the event ends unless released by the Event Coordinator.

3. Vendor Conduct

Vendors agree to conduct themselves in a professional and respectful manner at all times. Offensive or abusive language, fighting, threatening behavior, harassment of guests or other vendors, illegal activity, counterfeit or illegal merchandise, and excessive noise that interferes with neighboring vendors are prohibited. Kess_Maj Solutions may remove any vendor whose conduct is deemed unsafe, disruptive, or inappropriate. No refund will be issued.

4. Children

Vendors bringing children are solely responsible for supervising them at all times.

5. Electrical Service

Electricity is not guaranteed. Vendors requiring electricity must indicate their needs during registration and provide their own outdoor-rated extension cords. Vendors are responsible for safely operating any generators, fuel, propane, cords, and electrical equipment they bring.

6. Tent Safety

Any vendor using a canopy or tent must properly secure it with weights or other approved anchoring devices. For safety reasons, stakes may not be permitted depending on the event location.

7. Equipment and Staffing

Vendors provide their own tables, chairs, tents, displays, equipment, supplies, extension cords, and adequate staffing unless Kess_Maj Solutions approves other arrangements in writing.

8. Cleanup

Each vendor must maintain a clean booth throughout the event. Before leaving, vendors must remove all merchandise, trash, boxes, tables, chairs, equipment, and other property. Vendor spaces must be left in the same condition in which they were found.

9. Permits, Licenses, Insurance, and Sales Tax

Each vendor is solely responsible for obtaining and maintaining all permits, licenses, inspections, approvals, and insurance applicable to the vendor's business or products. Food vendors are responsible for all required health and food-service approvals. Each vendor is solely responsible for collecting, reporting, and paying all applicable federal, state, and local taxes.

10. Payment Policy

Vendor registration is not complete until Kess_Maj Solutions receives the completed registration form, signed Vendor Agreement, and applicable vendor fee. Vendor fees are non-refundable unless the event is canceled by Kess_Maj Solutions.

11. Cancellation or Modification

Kess_Maj Solutions may cancel, postpone, or modify the event because of severe weather, emergencies, safety concerns, or circumstances beyond its control.

12. Right to Refuse or Revoke Participation

Kess_Maj Solutions may refuse or revoke any vendor application that does not align with the mission, family-friendly nature, or safety requirements of the event.

13. Security

While reasonable efforts will be made to provide a safe environment, Kess_Maj Solutions does not provide security for individual vendor booths, merchandise, equipment, vehicles, cash, or personal belongings. Vendors are solely responsible for safeguarding their own property during the event.

14. Lost, Stolen, or Damaged Property

Kess_Maj Solutions assumes no responsibility or liability for lost, stolen, or damaged merchandise, equipment, supplies, cash, vehicles, trailers, tents, displays, or any other personal or business property belonging to vendors.

15. Alcohol, Tobacco, and Controlled Substances

The sale, distribution, or use of alcoholic beverages, tobacco products, vaping products, marijuana, illegal drugs, or controlled substances is strictly prohibited unless specifically authorized in writing by Kess_Maj Solutions and permitted by law.

16. Firearms and Weapons

Except for certified law enforcement officers acting in their official capacity, no firearms or weapons may be displayed, sold, or carried in violation of applicable law or event policies.

17. Indemnification

Vendor agrees to indemnify, defend, and hold harmless Kess_Maj Solutions, its officers, directors, volunteers, event staff, sponsors, property owners, and affiliated organizations from and against any claims, demands, lawsuits, damages, losses, liabilities, costs, or expenses, including reasonable attorney's fees, arising from the vendor's participation in the event, except to the extent caused by the negligence or willful misconduct of Kess_Maj Solutions or the property owner.

VENDOR ACKNOWLEDGMENT

- ☐ I have read, understand, and agree to every term in this Vendor Participation Agreement.
- ☐ I understand that participation is voluntary and that I am responsible for my operations, products, services, employees, equipment, customers, and property.
- ☐ I permit event photographs and video to be used for Kess_Maj Solutions nonprofit promotion.

Printed Name**Business/Organization****Signature (type full legal name)****Date****VENDOR CHECKLIST**

- | | |
|--|--|
| ☐ Registration Form Completed | ☐ Certificate of Insurance Provided (if required) |
| ☐ Vendor Agreement Read and Signed | ☐ Electricity Need Identified |
| ☐ Applicable Vendor Fee Paid | ☐ Tent/Canopy Use Identified |
| ☐ Business License Provided (if applicable) | ☐ Tables and Chairs Provided by Vendor |
| ☐ Food Permit/Approval Provided (food vendors only) | ☐ 8:00 AM Check-In and 9:30 AM Setup Deadline Confirmed |

RETURN INSTRUCTIONS

1. Save this completed PDF to your phone or computer. 2. Email the saved PDF ASAP to kess_majsolutions@yahoo.com. 3. Pay the applicable vendor fee using the Vendor Fee payment option on the event website. Your space is not confirmed until all three steps are complete.