



For Office Use Only:

Paid _____

Check
Cash

Date Received;

September 18, 2021

1702 S. Adams 10:00 am – 4:00 pm

Vendor Lease Agreement

Vendor Categories: (Select a category) All spaces are 10 X 10

- Arts & Crafts/Retail - \$50 per 10X10 space (**After September 13, fee is \$75**)
- Food Vendor - \$50 (non-profit only) Food Vender - \$100 (for profit)
- Non-Profit Organization (Panola County-Information Only--no charge)
- Non-Profit Organization (with sales)--\$50
- Non-Profit Organization (out of County) - \$50
- Electricity - \$20 (Food vendors only)

All Vendors will be outside this year.

Circle one:

- 1 – 10X10 Space - **\$50**
- 2 – 10 X 10 Spaces - **\$100**

Business Name _____

Contact Name _____ Cell _____

Address _____ City _____ State _____ Zip _____

Email _____

(Must include email address because all communication will be by email. Please write legibly!)

Please provide a description of items to be sold. Include photos.(or you may send them by email listed at bottom)

YOU MUST SUBMIT A PHOTO OF YOUR MERCHANDISE TO BE ACCEPTED AS A VENDOR!

CONTRACT TERMS

Arts/Crafts/Food vendors will be outside this year. Location of the vendor booth will be determined and assigned by the *Potlatch* Committee and will be given to vendor by September 16, 2021. Each vendor is supplied with a 10' x 10' space to be set up by vendor. Spaces with electricity are limited, so sign up early. Vendor is responsible for setting up and tearing down all units operated by vendor. Vendor will provide all workers and equipment, tables, chairs, extension cords and hoses necessary for vendor operation. Vendors may begin setting up at daylight September 18. All vehicles must be removed from the loading area by 9:00 AM. Tearing down of vendor booth may not begin before 4:00 pm, September 18, 2021, but must be completed prior to vendor leaving. All merchandise/food sales must be approved by the *Potlatch* Committee. Collection of sales tax and submission to the State of Texas and the City of Carthage is the responsibility of vendor.

Signature _____

Date _____

Printed Name _____

Return this completed form with a check or money order made payable to:
Potlatch, P.O. Box 400, Carthage, TX 75633

Contact Information: Tonya Cooke – 903.754.1676 pippenfinance@sbcglobal.net
All fees are nonrefundable. Event will occur rain or shine.

Total Amount
Submitted:

\$ _____