



2016 Urban Harvest Market Vendor Application

MUST BE POSTMARKED NO LATER THAN JUNE 15, 2016
Return this application to PO Box 3062 Bismarck, ND 58502-3062

Contact Name: _____

Business Name: _____

Address: _____

City : _____ State: _____ ZIP _____

Phone: _____ Email: _____ ND Sales Tax Permit # _____

Describe work to be displayed: _____

Please enclose 3-6 photos representative of your work with descriptions of photos or email the photos to vendor@bismarckurbanharvest.org .

Do you plan to use (circle one): canopy table only

Dates planning to vend (Please circle):

July 7, 2016 July 14, 2016 July 21, 2016 July 28, 2016 August 4, 2016 August 11, 2016

Total amount of vendor fees enclosed: _____

Payment method, please check one: Check enclosed Credit card payment by phone Online payment

Vendor fees are \$35 per day, \$100 for any 3 days, or \$180 for the entire season. You are required to attend the entire market day, from 10:00 a.m. to 8:00 p.m. No early tear-downs, no exceptions. Cancellations must be made a minimum of 24 hours in advance of the market opening so we can fill your space. Contact phone number is 701-202-5159. There will be no refunds.

Choosing the full season option obligates you to attend all six market days.

ALL VENDOR FEES MUST BE PAID IN ADVANCE. WE WILL NOT RESERVE YOUR BOOTH SPACE WITHOUT FULL PAYMENT PRIOR TO MARKET DAY. For your convenience, you may enclose a check with your application or make an online payment at www.bismarckurbanharvest.org . We will also accept a credit card payment by phone 701-202-5159.

Applications must be accompanied by a check payable to Urban Harvest along with a *Certificate of Liability Insurance naming Urban Harvest as Additional Insured*. Applications postmarked after the June 15 deadline will be subject to a \$30 late fee and you will be placed on a reserve list if the market is full.

All entries will be juried by Urban Harvest board. You will receive an acceptance letter if approved. There will also be onsite jurying. Decisions of the jury are final. We reserve the right to limit the number of vendors offering like products/services.

Access to electricity is very limited, and preference must be given to food vendors. Please do not assume that you will have access to electricity and plan accordingly. We recommend bringing your own battery packs for electronic devices. We will no longer be able to provide power to arts and crafts vendors. We apologize for any inconvenience.

PLEASE COMPLETE OTHER SIDE.

STATEMENT OF AGREEMENT AND UNDERSTANDING

The undersigned understands and agrees to the following:

- 1. I agree to abide by all the rules and policies set forth in this document and in the Urban Harvest Vendor Guidelines. I agree to abide by all applicable statutes, ordinances and regulations of the state of North Dakota and the City of Bismarck. Specifically, I agree not to use or condone the use of drugs or alcohol on the event grounds, and not to do any act which would constitute a breach of the peace.
- 2. **I agree to be set up by opening time and not to begin to tear down until after the scheduled closing time.**
- 3. All work displayed or sold at my booth is locally produced and I will maintain sufficient inventory to cover my anticipated sales during the event.
- 4. I grant permission to Urban Harvest to use photos, videos and other visual representations of my booth and my product without compensation.
- 5. I am totally responsible for my booth and exhibited personal property including method of display, method of setup, security for the protection of my property, sale of merchandise and takedown of booth. I am responsible for insuring my booth and personal property and providing my own liability insurance.
- 6. **I understand that my booth will be cancelled if I cannot provide a Certificate of General Liability Insurance naming Urban Harvest as additional insured.**
- 7. I release Urban Harvest from any liability for loss, damage, or theft of my property including damage or destruction of my booth.
- 8. Once my materials have been reviewed and accepted by Urban Harvest, my vendor fee is nonrefundable. I understand that if my work is not consistent with photos and descriptions submitted with my application, or rules have not been followed, I may be asked to remove unapproved merchandise.
- 9. Any proceeds derived from the sale of my product are entirely mine and I am entirely responsible for collecting and remitting any applicable sales tax.
- 10. I agree to anchor my canopy and/or any unstable displays with sufficient weights to stabilize my booth against potential wind damage.

I have read the foregoing agreement and the Urban Harvest Vendor Guidelines and agree to abide by both.

Dated _____, 2016

Applicant's Signature _____