

Please read and initial each line and sign. This Letter of Understanding MUST be included with each vendor form.

_____ Please reserve a booth for my company at the Murphy's Law Shamrock Fest event to be held on March 17, 2017 at the Dr. AJ Chandler Park located in Downtown Chandler. I will be ready for business by 3:30pm and will be open from 4pm-12am. I will not pack or remove my display prior to 12am.

_____ I understand that the event will provide booth space & electrical outlets only. You will be responsible for providing your tent, tables, linens, chairs, décor and product. If I have additional needs for tables and/or supplies, please contact event coordinator to accommodate for a fee.

_____ I will only sale items (as approved per application agreement) from inside my booth and I will be responsible for providing my own products.

_____ I will be responsible for providing and setting up display inside my booth. I will also provide Equipment, carts, and trucks, ladders, extension cords, etc for set up.

_____ I will have representatives who will be working in my booth AND will attend the **MANDATORY** Exhibitor Meeting set for (Date will be announced by coordinator)

_____ I will leave my exhibit area in a clean condition at the end of the event. If I fail to do so, I will be charged a clean up fee of \$50.

_____ I will comply with the Maricopa County Health Department Regulations. I understand the Health Department will charge a special events licensing fee, and will be paid PRIOR to the date of the event. **NO ON-SITE LICENSES MAY BE PURCHASED.** (FOOD VENDORS ONLY)

_____ I will provide my own hand washing station at my booth that complies with Maricopa County Health Department regulations. (FOOD VENDORS ONLY)

_____ I will provide my own fire extinguisher and Food & Beverage (Open Flame) Permit according to City of Chandler Fire Department. (FOOD VENDORS ONLY)

_____ I will hold harmless, Murphy's Law and the City of Chandler for any missing or damaged items during the event.

_____ I will be responsible for obtaining any licenses or permits required by the State of Arizona, Maricopa County and the City of Chandler. I understand that I am required to submit those that apply (City of Chandler Tax Privilege License; Maricopa County Health Department Special Event Permit; City of Chandler Fire Department Food & Beverage Permit) to Murphy's Law **NO LATER THAN February 10, 2017**. Failure to do so may cause me to forfeit my booth space.

_____ I understand that I am required to submit Certificate of Insurance to Murphy's Law, **2 WEEKS PRIOR** to event.

_____ I agree not to participate in any illegal or violent activities in my booth during the special event.

By signing this agreement, I agree to the terms set forth upon this agreement.

Name

Vendor

Date