



VENDOR REGISTRATION

Thank you for your interest in participating as a Vendor at the 2010 Southern Pirate Festival at the National Civil War Naval Museum. Please attach a photo of your proposed booth/tent in operational form. This application does not guarantee space. Dead Buccaneer Ball reservations made separately.

Please send all application to: The Immortal Renegade, "Raven" (Kelly Youngblood) of the Cutthroat Titan Crew at 409 Janice Ave., Nashville, GA 31639, 229.237.5830, renegaderaven@windstream.net

Incomplete applications will not be considered.

Name: _____

Company or Tent Name: _____

Address: _____

Work Phone: _____ ext: _____ Cell: _____

Fax: _____ Email: _____

Vendor Products

Application approval is based on product (pirate themed preferred), booth display, set up, and product duplication. Please list all types of product (s) to be sold, promoted, and or displayed. If you are not selling, but generating leads for future business, please indicate and specify the product or service.

Space Requirements

Outdoor 30' x 30' square lots or less are \$100 each. Small 10' x 10' lots will often get better placement at entrance so please specify if you need less space or wish to be indoors.

30' x 30' (\$100) 60' x 60' (\$200) Other Please Specify: _____
Please call for requests for indoor vending, other sizes or needs.

Billing Information

Visa and MasterCard only.

Your credit card will only be billed after vendor approval and upon notification.

Name on Card: _____ Expiration Date: _____

Card Number: _____ Total Amount to Charge to Card: _____

For Staff Purposes

Vendor Approved By: _____ Date: ___/___/___ Vendor Notice Sent: ___/___/___

Amount Charged: _____ Date Paid: ___/___/___ Staff Init.: _____ Payment Type: _____



VENDOR RULES AND REGULATIONS

This agreement, as follows, by and between the National Civil War Naval Museum at Port Columbus, hereinafter referred to as the "Port Columbus," and the person (s), firm, or corporation _____, hereinafter referred to as "Vendor."
Your Name Here.

Port Columbus agrees:

1. Vendor registration includes requested square foot vending area in prime location, badges, camping fees, firewood, hay, parking, dumpster, event passes for up to 5 vendor staff and entrance to the Museum for up to 5 vendor staff from Thursday October 21 through Monday October 25, 2010.
2. To allow the vendor to make a profit on goods and services provided at the event at the Port Columbus on the specified event date.
3. To provide staff and a police officer during event October 23, 2010 from 11:00 a.m. to 5:00 p.m. to answer questions and act on behalf of the Port Columbus and also assist vendors with approval from Museum staff.
4. To provide access to Port Columbus by third party vendors as necessary in accordance with the attached policy.
5. To provide and perform other tasks and/or services as specified on the Rules and Regulations attached, and made part of this agreement.

The Vendor agrees:

1. To use Port Columbus for the specified event date under the terms specified in the Rules and Regulations Agreement attached to and made a part of this agreement.
2. To follow the Rental Facility Rules and Regulations.
3. To hold Port Columbus, City of Columbus, and their employees harmless from damages deemed Acts of God or any actions intentionally, incidentally, or accidentally arising from the event herein described.
4. Port Columbus is not responsible for the performance of services by third party vendors secured by Vendor. This includes equipment rental firms, caterers, musicians, etc.
5. The above listed Vendor is the only individual allowed to make changes in accordance with this agreement.
6. The vendor will be responsible for all clean-up of garbage in the area which they use. The Vendor will deposit garbage bags in the dumpster outside and in the back of the Museum. The Vendor is responsible for making sure that their employees understands and are responsible for cleaning up everything they use or bring in.
7. Lewdness Code: Per City of Code 14-97, no lewd or indecent action, conduct, language, pictures, or portrayals shall be included in the activities or events presented by Vendor. Vendor agrees to abide and be bound by the decision of the Director of Port Columbus should any questions arise under this paragraph.
8. To be responsible for the conduct of all invited guests and service personnel.

Set up / Load out / Deliveries / Loading

- Port Columbus does not provide storage for equipment or goods and assumes no responsibility for loss or damage.
- All event set up equipment or decorations must be removed at end of event, unless authorized by Port Columbus.
- Vehicular traffic and parking is permitted only on designated areas and times and is not permitted on walkways, or brick areas.



VENDOR RULES AND REGULATIONS

General

- Port Columbus reserves the right to deny facility usage to any group for any program.
- The Director of the Museum and Port Columbus representative at events have the authority to take action and make decisions which are in the best interest of Port Columbus safety, security and image in the community it serves.
- Each Vendor at the Port Columbus facility will appoint one person “host” to be responsible for making arrangements with Port Columbus personnel.
- This person “host” will be present during the entire event and will ensure that Port Columbus Rules and Regulations and the Agreement are followed by the Vendor, guests and all service providers.

Fees and Deposit

- Balance due three weeks prior to event. Balances will be refunded if cancellations are made more than 48 hours before event date.
- Fees may be paid by Visa, MasterCard or Check. Checks make payable to Port Columbus.

Times

- Set-Up October 22, 2010 from 9:00 a.m.-6:00 p.m. (Vendors are required to have their tents/booths set up no later than 6:00pm Friday October 22, 2010.)
- Event: October 23, 2010 from 10:00 a.m.-5:00 p.m. (Vendors must be ready to serve the public at 10:00 a.m. October 23, 2010 and must remain until 5:00 p.m.)
- Vending tents may remain and be open from Friday October 22 through Sunday October 25 until 4:00p.m. The museum will not be held responsible for lost or stolen items.
- All campsites must be set up no later than 9:00 a.m. Saturday October 23, 2010. If your camping within your vendor area your camp must be period accurate. Personal campsite spaces and accommodations for non period camping are available in other areas of the event. We would be happy to reserve a space for your non-period camping upon request.
- Museum Daily Open Hours: 9:00 a.m.—5:00 p.m. Vendor understand the public will be going through all Museum galleries during Museum open hours.
- Early set up available before October 22, 2010 by permission.

Indoor Vending Logistics

- No Smoking.
- Candles must be enclosed
- No glitter/confetti, rice, silly string, birdseed, bubbles, tinsel and sparklers.
- All tents and decorations must be freestanding. No tents or decorations into any Museum surface by adhesive, tape staples or driving holes.
- All Decorations are subject to Port Columbus Director’s approval.
- Property left at Port Columbus for more than 24 hours will be discarded due to limited storage.
- All advertising with the Port Columbus Logo or name included must be submitted to the Director of Port Columbus for prior approval.

Service Vendors

- Service Vendors must be approved in advance by the museum.
- Service Vendors providing food or liquor must provide copies of business license, liquor license and certificate of insurance.



VENDOR RULES AND REGULATIONS

Alcohol

- Alcohol will not be permitted to be sold or distributed between the hours of 9:00 a.m.—5:00p.m.
- Alcohol may be served abiding by the laws of the State of Georgia.
- It is the responsibility of the Vendor to see that all City and State laws regarding the use of alcoholic beverages are adhered to.
- Bartenders must be at least 21 years of age.
- Alcoholic beverages must not be provided or served to persons below the legal age.
- Non-alcoholic beverages must be made available.
- Alcoholic beverages may not be served or consumed between the hours of 9:00 a.m. and 5:00 p.m.

Both Parties understand and agree that:

1. Port Columbus Rental Facility Rules and Regulations are incorporated herein and are a part of this agreement.
2. This agreement contains the entire agreement of the parties and supersedes all prior discussions and agreements between parties and any prior agreements shall, from and after this date hereof, be null and void. This agreement may not be changed orally, but only by an agreement in writing signed both by Port Columbus and the Vendor.
3. This agreement is executed, delivered, and intended to be performed, and shall be constructed and enforced in accordance with and shall be governed by the laws of the State of Georgia.

_____Date_____

Vendor Signature

Print Name

Host

I agree to be the appointed Host and to oversee all Rules and Regulations are adhered to and will function as the main contact for the Vendor. I agree to all Rules and Regulations listed herein.

First Name: _____ Last Name: _____

Address: _____ City: _____

State: _____ Zip: _____ Cell: _____

Email: _____

_____Date_____

Host Signature

Print Name