

Blythewood Butterfly Festival Vendor/Exhibitor Information and Contract Provisions



Set-Up: Saturday, May 20th between 6:30 – 8:30am

Event Hours: Saturday, May 20th between 9 am - 3pm

Breakdown: Saturday, May 20th between 3 - 5pm

- The main exhibitor and vendor space will be located in the large meadow and surrounding outdoor spaces at Doko Meadows. Guests will be accessing Doko Meadows throughout the day so your space cannot be secured during the festival.
- Exhibitors and Vendors will be parking at a designated location during the event. After unloading, you will move your vehicle to the designated parking area.
- Exhibitor/Vendors are provided one 6-ft table and 2 chairs in a 12'x12' space. You may bring one to two tables of your own, as long as they fit in the space. Please provide your own tablecloth, décor and pop-up tent.
- There are very limited electrical outlets. Requests will be accommodated, if possible, with no additional charge. If electricity is needed, the exhibitor should bring any needed extension cord and/or power strip. Food vendors will need to supply their own ice.
- Admission is FREE to the Butterfly Festival for the General Public. Admission for the live Butterfly Experience is \$8 per person and children under 2 are free. Exhibitors and Vendors will be provided 1 free entry for admission into the Butterfly Experience.
- Food will be available for purchase, or you may bring your own. No glass or alcohol, please.

APPLICATION DEADLINE

Please return this completed application form no later than April 7th, 2017. All approved vendors will receive an acknowledgement email. Vendor fees must accompany application.

QUESTIONS?

If you need additional information regarding the Blythewood Butterfly Festival contact:

Nancye Bailey, cec@carolinaeventconsultants.com, 803-238-9438

Michelle Klett, michelle.klett@nelsonmullins.com 803-422-2301

Joanna Weitzel, joannaw@campdiscoverysc.org 803-754-2008

Blythewood Butterfly Festival Vendor/Exhibitor Application

(Please print or type)

Name of Representative: _____

Name of Organization: _____

Mailing Address: _____

Web Site URL: _____

E-mail: _____

Phone: _____

Cell: _____

Name and Number of Individuals Assisting at Festival:

Check appropriate category(s):

_____ **Vendor:** \$30

Vendors must be selling butterfly, pollinator or nature-related goods and/or environmentally-minded goods. Includes 1 table and 2 chairs

_____ **Exhibitor (non-profits, conservation organization):** No charge

Exhibitors must provide information or activities about pollinators or environmental stewardship. Includes 1 table and 2 chairs

_____ **Additional 6-ft table tables:** \$10.00 per table

Please describe your display and/or if selling items, the product/goods you will sell.
(Information will be used in publicity)

AMOUNT DUE: \$ _____

Make check payable to: Camp Discovery (\$35 fee for returned checks)

Send your completed application and check no later than April 7th, 2017 to:
Camp Discovery, 208 Claude Bundrick Road, Blythewood, SC 29016

Office Use: Date Application Received _____ Date of Confirmation _____

Blythewood Butterfly Festival Vendor/Exhibitor Contract 2017 *(Sign and return with application)*

1. CONTRACT: The following rules and regulations become binding upon acceptance of this contract between the applicant (Vendor/Exhibitor), its employees and agents, and Camp Discovery/Blythewood Butterfly Festival. The Vendor /Exhibitor also assumes full responsibility for complying with any local, city, state, and federal regulations regarding permitting, sales, taxes, fire, electrical wiring, safety, and/or health.

2. SPACE ASSIGNMENTS: All Vendors /Exhibitors MUST be prepared to open at 9:00 am and remain open until 3:00 pm. Space will be assigned to Vendors /Exhibitors and Camp Discovery reserves the right to assign or alter exhibit locations as deemed necessary. Electricity not guaranteed.

3. PAYMENTS: Tables will be assigned to exhibitors and vendors in good standing. Exhibitor/Vendor Fees are explained on the Vendor/Exhibitor info sheet. Payment can be made via mail to Camp Discovery, Attn: Butterfly Festival 208 Claude Bundrick Road, Blythewood, SC 29016

4. CANCELLATIONS: Cancellations must be requested in writing and received on or before April 15th, 2017. Requests should be made to Joanna Weitzel at joannaw@campdiscoverysc.org. All registration refunds are subject to a 20% administrative fee. Allow 2-4 weeks for refund.

5. SAFETY: All electrical equipment, including signs and lights, shall be in good operable condition. Each Vendor/Exhibitor agrees to be knowledgeable and responsible regarding ordinances and regulations pertaining to health, fire prevention, and public safety while participating at this festival.

6. USE OF EXHIBIT SPACE:

(A) Over-the-counter sales are defined as transfer of goods for money, check, draft, or other kind of payment. These sales will be permitted in accordance with facility, local, city, state, and federal regulations. Transactions must be made by the Vendor/Exhibitor. Camp Discovery is unable to assist with transactions.

(B) Distribution by Vendor/Exhibitor of printed matter or other items must be confined to assigned space. No undignified manner of attracting attention permitted. Exhibits must fit in space provided.

(C) Vendors/Exhibitors shall reflect their company's highest standards of professionalism while maintaining the exhibit during the symposium hours.

(D) Vendors/Exhibitors shall arrange their exhibit so it does not obstruct the general view or hide the exhibit of others.

7. SECURITY/LIABILITIES/INSURANCE: You agree to hold Camp Discovery, its members, representatives, assignees and/or employees harmless from liability stemming from occurrences resulting in injury, loss or damage that may occur to the Vendor/Exhibitor, or to the Vendor/Exhibitor's employees or property, from any cause whatsoever, prior to, during or subsequent to the period covered by this contract.

8. AMENDMENTS TO REGULATIONS: All matters and questions not specifically covered by this contract shall be subject to the decision of Camp Discovery. They may, in the interest of the event, amend the aforementioned items covered by this contract at any time and notice thereof shall be binding on Vendor/Exhibitor equally with the foregoing rules set forth in this contract. Camp Discovery reserves the right to refuse space.

Signature: _____ **Date:** _____

Print Name: _____