



# LIVE OAK INTERNATIONAL VENDOR CONTRACT February 24-28, 2016

This Agreement is entered into between Live Oak International (THE EVENT) and THE VENDOR with reference to the following:

1. The VENDOR will lease space for a commercial exhibit during the Live Oak International to be held February 24-28, 2016 at Live Oak Plantation.
2. The EVENT will, at its sole discretion, select exhibit locations, assign individual spaces to the VENDOR and make changes thereto. The VENDOR will not assign, share, sublet or transfer any portion of his assigned space.
3. The actual conduct and management of the show is governed by the Live Oak International Committee to which all matters of business and any disputes shall be directed and which has sole authority to resolve any and all such matters. The EVENT reserves the right, in any matter of disagreement, to return any fees paid by the VENDOR and thereby discharge completely its obligation under this contract.
4. The VENDOR agrees to comply with all local, state, and federal statutes and regulations pertaining to activities of this nature, as well as Rules and Procedures of the EVENT.
5. The VENDOR expressly releases and discharges the EVENT from any and all liabilities, loss, injury, and damages to either persons or property that may be sustained on or about the premises or in connection with said commercial exhibit. The responsibility for safety and security of the commercial exhibit and its contents are the responsibility of the VENDOR leasing the space.
6. Vendor space will be assigned inside provided tents and will include one 8' table and 2 folding chairs for each 10' (w) x 20' (d) space. NO GENERATORS allowed without prior approval.
  - a. All exhibits, merchandise, etc **MUST BE CONTAINED WITHIN THE TENT** itself. Signs and small displays may be placed outside, but may not extend more than **3 feet** beyond the tent wall.
  - b. At check-in, each vendor will receive a Vendor Parking pass, which allows entry to the grounds and parking in the designated vendor parking area.
  - c. Vehicles will be allowed in the tented area before and after the event for loading and unloading. They must be removed to the parking area as quickly as possible and must not block emergency access at any time.
  - d. **Check in times:**
    - i. Tuesday, February 23: 12-4pm, Wednesday, February 24: 10am-4pm
    - ii. Thursday - Saturday: By appointment **BEFORE 8am** or **AFTER 4pm**
7. Vendor space rates for 2016 are: \$400 for 10' x 20' or \$650 for 20' x 20'.
8. A signed contract and **payment** must be received by Friday, February 5, 2016 to guarantee a space. Refunds can only be made on contracts canceled before February 5, 2016.
  - a. All contracts can be sent to **12400 NW 83rd Lane, Ocala FL 34482.**
9. Certificate of Insurance: All vendors will be required to have a certificate of insurance (Acord Form #25-S) showing that the coverage is in effect from set up to tear down. The following are named as Specially Designated Additional Insured: Live Oak International

Vendor

Contact

Address

Phone 1

Phone 2

Email

Requests

Electric Requirements Needed

Water Needed

10' x 20' Space(s) Needed at \$400 each

20' x 20' Space(s) Needed at \$650 each

I agree to the above terms and conditions.

Total Price

Signature

Checks Payable to "Live Oak International"