



**KEEP THIS PAGE FOR REFERENCE PURPOSES**

## **Overview of Guidelines for booth space for EN FUEGO, August 26, 2017**

A booth fee of \$250 is required.

You will have a 10'x10' space. If using a tent, it must not exceed 10'x10'.

You may pull a vehicle up to or near your space to unload but then must be parked in the designated parking area.

If you will be selling items from your booth, you must obtain approval from our Merchant Manager, Kevin George, and 10% of your total sales is due to En Fuego Ministries before you leave the venue. Contact him at [kevin@enfuegoinfo.com](mailto:kevin@enfuegoinfo.com) or 205.516.0467

### ***Remember...***

- \$250 Booth Fee must accompany signed application and contract.
- 10% of your total sales is due to En Fuego Ministries before check out on August 26, 2017.
- You must furnish all items needed. For example: tent, table, chairs, extension cords, money boxes, cash register or calculator, change, fans, etc.

### **BOOTH FEES ARE NON-REFUNDABLE**

**Mail completed forms AND booth fee to:**

**En Fuego Ministries  
PO Box 248  
Verbena, AL 36091**

**Application submission does not guarantee you will be approved. If you are not approved, your booth fee will be returned.**

# BOOTH SPACE AGREEMENT

PLEASE READ, SIGN AND RETURN COMPLETE PACKET TO EN FUEGO MINISTRIES, PO BOX 248, VERBENA, AL 36091.

This Agreement entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2017 by and between EN FUEGO MINISTRIES hereinafter referred to as "GRANTOR", and \_\_\_\_\_ hereinafter referred to as "EXHIBITOR."

For and in consideration of the mutual covenants herein contained and other good and valuable considerations the receipt and sufficiency of which are hereby acknowledged by Grantor and Exhibitor do hereby agree as follows:

1. **SITE AND DATE:** Exhibitor shall have the right to provide the goods set forth below at EN FUEGO to be held in Verbena, Alabama, on August 26, 2017 hereinafter referred to as "THE EVENT".
2. **SPACE:** A "space" is 10'x10'. If using a tent, it must not exceed 10'x10'.
3. **PAYMENTS:** The booth fee is \$250 "per location". EN FUEGO is a rain or shine event and refunds cannot be given because of inclement weather. PAST PARTICIPATION DOES NOT GUARANTEE ACCEPTANCE. The Grantor reserves the right to refuse any Exhibitor. Fees for Exhibitors are non-refundable and non-transferable. No personal checks accepted. Must be cash, cashiers check, certified check or money order.
4. **COMMISSIONS:** The Exhibitor agrees to pay EN FUEGO MINISTRIES a commission of 10% of the gross sales from the Event. (Cost of the goods sold is not to be deducted from sales when determining this amount. Commission is on the total amount of the sales at the event) All sales must be reconciled and payment made to EN FUEGO MINISTRIES, in cash, before leaving the site at the conclusion of the Event. **NO EXCEPTIONS.** Commission paid to EN FUEGO MINISTRIES is based on the honor system. PLEASE HONOR IT!
5. **MERCHANDISE:** Any merchandise to be sold at En Fuego must be listed on this application and approved by the Merchant Manager, Kevin George. All merchandise sold must be the same as presented to the Grantor on the Exhibitor's application. Exhibitors found selling non-approved items or approved items sold at a price other than indicated on the acknowledgement form will be asked to cease operations and will NOT have their fees refunded.
6. **GENERAL CONDITIONS:**
  - a. **Check-in:** Booth setup will begin on Friday, August 25, 2017 from 10:00 a.m. The Exhibitor must be **completely** set up no later than 9:00 a.m. on Saturday, August 26, 2017 with gates opening at 1:00 p.m. (check [www.enfuegoinfo.com](http://www.enfuegoinfo.com) the week prior to the event to confirm this time. Any change will be listed on the website).
  - b. **Location:** The location assigned is final and we appreciate your cooperation. Each booth space will be marked-off according to the footage indicated on the application. There will be NO extra footage available so please verify that your booth fits within the granted space. Vehicles must be moved immediately after unloading. Vehicles are not allowed on site until the Event is over at approximately 9:30 p.m. Event liability insurance prohibits vehicles on site during Event hours.
  - c. **Sales Tax:** All Exhibitors are responsible for paying Alabama State Sales Tax.
  - d. **Operations:** The operations and conduct of the Exhibitor during the Event shall be subject to the approval of the Merchant Manager. All Exhibitors must have a representative in their booth at all times from 1:00 p.m. until the Event ends on August 26, 2017. Any noncompliance may result in the Exhibitor being asked to cease operations at the Event.
  - e. **Exclusivity:** The Grantor reserves the right to grant exclusive rights to any product sales as deemed appropriate by the Event.
  - f. **Restrictions:** This is a family, **Christian** event. No alcoholic beverages are permitted. No obscene language or gestures will be tolerated. Clothing worn by Exhibitor employees, volunteers, or representatives should be modest and have no suggestive or vulgar content. No merchandise, materials, clothing, or any other thing, is allowed that promotes or condones anything that is in opposition to our Christian beliefs and Biblical morals. This includes, but is not limited to, other religions, premarital or extramarital sex, homosexuality, racial slurs, etc. No smoking is allowed in the merchandise area. No pets are allowed on the site.
  - g. **Change:** Exhibitors must provide their own change.

- h. **Cleanliness:** Exhibitor's operations at the Event shall be, at all times, conducted in a clean and orderly and legitimate manner in accordance with existing ordinances and laws. Exhibitors are responsible for containing and removing from the site any trash generated by the operation of their booth.
- i. **Liability:** By signing this agreement, Exhibitor and all affiliates shall release and forever discharge from liability Grace Waddell and En Fuego Ministries, its staff, agents, volunteers, employees, sponsors and their affiliated companies, officers, agents and employees and assigns from and against all losses, costs, damages, expense, and liability caused by an accident or other occurrence resulting in bodily injury, including death, sickness and disease to any person, or damage or destruction to property, real or personal, arising directly or indirectly from operations, products, or services rendered, directly or indirectly under this contract.
- j. **Electrical Power:** The Grantor will provide up to 50 amps of power for the booth space if needed. If the Exhibitor has any other electrical requirements, those must be specifically outlined on the Exhibitor Application accompanying this contract. Exhibitors must provide their own 200-foot extension cord. All cords must be 12-gauge minimum, grounded and approved for use in a wet location and in direct contact with the ground. Cords must be the correct size for the load. All electrical connections and equipment must be in good repair and properly grounded and polarized.
- k. **Fire Hazards:** Merchandise area is off limits to anything that could create a fire hazard.
- l. **Subletting of Space:** Exhibitor does not have the right to sublet any space without the prior written consent from the Merchant Manager.
- m. **Security:** Event security will be provided; however, the Grantor is not responsible for lost or stolen items.
- n. **Check-out:** The Event is not over until approximately 9:30 p.m. on Saturday night due to longer running stage acts. Exhibitor vehicles will not be allowed on site until then or until the Merchant Manager deems it safe to allow access of vehicles on site. All Exhibitors must have their area clean, packed, loaded, and off the Event site by 4:00 p.m., Sunday, August 27, 2017. Exhibitors may be charged a penalty if they remain on site past this time.

EN FUEGO MINISTRIES is a 501 (c)3 not-for-profit corporation.

I acknowledge having read the above rules and regulation. I understand their importance and know that failure to comply with these rules may result in the removal of my booth and my future involvement with The Event.

AGREED AND EXECUTED by:

Exhibitor:

Name: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Grantor:

En Fuego Ministries

By: \_\_\_\_\_

Date: \_\_\_\_\_

Merchant Manager: Kevin George  
Telephone: 205.516.0467  
E-mail: [kevin@enfuegoinfo.com](mailto:kevin@enfuegoinfo.com)

Grantor's Address: En Fuego Ministries  
PO Box 248, Verbena, AL 36091  
E-mail: [info@enfuegoinfo.com](mailto:info@enfuegoinfo.com)

# en Fuego

## Booth Application

Company/Organization Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Website: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

INDICATE ALL ITEMS YOU PROPOSE TO SELL AND PRICE(S)\*

ITEM	PRICE
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

\*All items and prices must be posted at the site of sale for entire Event!

## Merchant Space

Will you need electricity? \_\_\_\_\_ **If Yes, amps needed** \_\_\_\_\_

### **Include With Application:**

- \$250 Booth Fee

Make check payable to En Fuego Ministries  
Submit application, all applicable fees, etc.

Mail to En Fuego Ministries  
Attn: Merchant Manager  
PO Box 248  
Verbena, AL 36091

*I acknowledge and certify that I have read and agree to abide by rules established by En Fuego Ministries. I also hereby agree to release and hold harmless En Fuego Ministries, it's employees and volunteers as well as the owners of any private property that the event utilizes from any damages, losses due to theft of the undersigned Exhibitor's property or for any personal injury, which the Exhibitor or anyone working for the Exhibitor may sustain while participating in En Fuego.*

*Signature* \_\_\_\_\_

*Position* \_\_\_\_\_

*Date* \_\_\_\_\_

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*En Fuego Ministries Use Only*

Date Received \_\_\_\_\_

Amount Received \_\_\_\_\_

Check No. \_\_\_\_\_