



## 2018 Booth Application

Please complete the following form to secure booth space at the 2017 O'Flaherty Irish Music Retreat held Oct. 19-21, 2018. Deadline for applications is Monday, October 1<sup>st</sup>, 2018.

Name of Co./Org.: \_\_\_\_\_ Website: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Cell: \_\_\_\_\_ Hm Ph: \_\_\_\_\_ Wk Ph: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Services or Products to Be Sold: \_\_\_\_\_

Arrival Time/Date: \_\_\_\_\_ Departure Time/Date: \_\_\_\_\_

### Space Desired

We will **waive** fees for booth spaces 10'w x 10'd or areas up to 100 sq. ft. or less. If you desire larger space, please enter the space desired below. The cost is \$1 for every square foot above 100.

Booth Size (Width by Depth) \_\_\_\_\_

No. of sq. ft. (W x D) \_\_\_\_\_ minus 100 = \$ \_\_\_\_\_ amount due.

### Tables and Chairs

One table and two chairs are included for all 10' x 10' spaces for the three days at no charge. Please enter any additional needed:

No. of Additional Tables Desired \_\_\_\_\_ @ \$5 per table = \$ \_\_\_\_\_

No. of Additional Chairs Desired \_\_\_\_\_ @ \$1 per chair = \$ \_\_\_\_\_

### Power Requirements

Do you need access to an electrical outlet? Yes  No

### Lodging and Meals

To reserve lodging and/or order meals, you must set up a non-student account through our online registration site. Go to [www.oflahertyretreat.org](http://www.oflahertyretreat.org) and click on the "Register" tab at the top.

**Booth Location and Hours**

All of our vendor booths will be located in the Chapel. Your booth may be open to the public between 8:30 a.m. to approximately 10 p.m. on Friday, Saturday and Sunday. After the instructor concerts on those evenings, the doors will be locked. Please be advised that classes will be held in the Chapel and the booth areas must be kept quiet during instruction. Please refer to the class schedule for those times.

**Concerts/Ceilis**

As a vendor, you are entitled to free admission to the instructor concerts and ceilis held during the evenings.

**Booth Promotions**

Organizers for the retreat want your booth to be successful and will help promote your attendance through advanced emails to its students and listing on the retreat website. Please provide a high-resolution photo of you, your booth or your services/products, a brief description of your services/products, and if applicable, your professional credentials.

**Payment**

If you set up a non-student online account, any charges related to your booth will be added to your account. If you do not set up an account, please select one of the following payment options:

- Payment by check in person at retreat.
- Payment by enclosed check by mail.
- Payment by credit card in person at retreat.
- Payment by credit card – to be invoiced by email and paid online via PayPal.

**The following is agreed by Vendor:**

1. Vendor will collect and pay all applicable local, state and federal taxes related to the sale of Vendor's services and products while at the retreat.
2. Vendor will not display, sell or distribute any item or service not approved in advance by the retreat director.
3. Vendor understands that TIMES is not responsible for broken, stolen or loss merchandise, cash or other valuables while at the retreat and will secure its products when the booth area is closed to the public.
4. Vendor gives permission to the TIMES and its representatives to photograph, videotape and record Vendor's services and products in the marketing of the retreat or for its educational purposes.
5. Vendor agrees to defend, indemnify and hold harmless TIMES, its volunteers and managers, its board of directors, and other representatives, from and against any and all actions, costs, claims, losses, expenses or injuries arising out of the acts of Vendor including liability for taxes, insurance and workers compensation.

By Vendor's signature, Vendor accepts the terms and conditions of this application for a vendor booth.

**Vendor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_