



# Vendor Contract

Arkansas State University Mid-South | 2000 West Broadway | West Memphis, Arkansas 72301 | 870.733.6793

**VENDOR:** Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_

## DESCRIBE YOUR BUSINESS / ORGANIZATION / AND ALL ITEMS YOU ARE SELLING/GIVING AWAY

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

**Other Pertinent Information:** \_\_\_\_\_  
\_\_\_\_\_

**10' x 10' space will be provided by ASU Mid-South Foundation.  
Vendor is responsible for providing tents, tables, chairs, or anything else necessary.**

**VENDOR AGREES TO THE STIPULATION OF THIS CONTRACT. CHECK IS ENCLOSED FOR THE AMOUNT OF \$50.00.**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**SPACE IS LIMITED**—All applications will be processed on a first-come, first-served basis. We cannot express enough the importance of returning your application immediately. For further information, call Phillip Para at (870) 733-6793. Vendor will be notified if application is not accepted.

**MAIL APPLICATION AND FEE TO:**  
ASU Mid-South Foundation  
ATTN: Phillip Para  
2000 West Broadway  
West Memphis, AR 72301

**AGREEMENT:** Vendor hereby agrees to display, sell or give away only those items approved by Arkansas State University Mid-South.

**CONDITIONS:**

- A. Vendor, employees, and other representatives will comply with all general rules and regulations of the event.
- B. All installations erected by the vendor shall be subject to the prior approval of ASU Mid-South.
- C. Vendor shall not transfer or sublet the space or any part thereof or permit the same to be used by another person without prior written consent of ASU Mid-South.
- D. No refunds will be given if the space is not utilized, regardless of weather conditions.
- E. ASU Mid-South shall have full access to the space covered in this contract at all times.
- F. Vendor will keep attraction open throughout the entire festival, Saturday, October 6, beginning at 2:00 p.m. until 8:00 p.m. Dismantling of the booth will not take place before the official end of the event without the prior approval of ASU Mid-South.
- G. Vendor will indemnify and hold ASU Mid-South, its staff, officers, and members, and Crittenden County harmless from all costs, losses, damages, or expenses including loss of litigation, and attorneys' fees, resulting from any loss, injury, or damage real or asserted, to any person or property arising out of any act or omission of exhibitor or his or her employees or other representatives.
- H. ASU Mid-South and its staff, officers or members, the City of West Memphis, or Crittenden County shall not be held responsible for any loss or damage due to theft, fire, accident, or other causes, but will use reasonable care to protect the vendor from such loss.
- I. The vendor will completely set up booth by 2:00 p.m. Saturday, October 6, 2018, and will remove all property and all structures placed on the space by vendor and will surrender the space in the same condition, except for the natural wear and tear and damage not resulting from this contract, as at the beginning thereof.

**THE PURPOSE OF THE LEFT BANK FESTIVAL** is to raise funds for the ASU Mid-South Athletic Scholarships and to promote Crittenden County as a whole. Therefore, only items approved by ASU Mid-South will be sold/given away. By signing this form, you are committing to sell/give away only those items mentioned above. You will be notified if any item is not approved.