

CHARITY LEAGUE HOLIDAY PREMIERE

CHARITY LEAGUE OF MARTINSVILLE AND HENRY COUNTY

Charityleague@gmail.com; chair Holly Kozelsky, (919) 548-9748

P.O. Box 3613, Martinsville, VA 24115

Application and Contractual Agreement

The undersigned, (NAME OF BUSINESS), _____ applies to Charity League of Martinsville and Henry County and agrees to set up and operate a booth at Charity League Holiday Premiere at 202 Cleveland Ave., Martinsville, Va., from Nov. 4, 2009, to Nov. 8, 2009, at a cost of \$75 for a 12' by 12' foot spot.

1. Merchant agrees to comply strictly with the following schedule:

Thursday, Nov. 5:	10 a.m. - 5 p.m. Merchants Arrive and Set up
Friday, Nov. 6:	10 a.m. - 2 p.m. Merchants Arrive and Set up 3 p.m. - 8 p.m. Open to the Public
Saturday, Nov. 7:	10 a.m. - 6 p.m. Open to the Public
Sunday, Nov. 8:	1 p.m. - 5 p.m. Open to the Public 5 p.m. - 8 p.m. Merchants Move Out

2. Merchant must arrive and check in for the Holiday Premiere at the main entrance of the building by noon Friday, Nov. 6, or booth space may be forfeited. Charity League will not refund booth rental fees to "no-shows" or merchants who forfeit their booths because of late check-in. **Merchant must be fully set up by 2 p.m. Friday, Nov. 6.**

3. Merchant is responsible for collecting and paying its own Virginia sales tax. Charity League will provide to merchant a Department of Taxation form prior to the Holiday Premiere for completion and submission directly to the Department of Taxation after the Holiday Premiere.

4. Merchant is responsible for providing all labor and materials necessary for displays and is responsible for moving merchandise to, in, and out of the building.

5. Charity League is not responsible for any items shipped before and during the Charity League Holiday Premiere. The Merchant takes all responsible for shipping of items.

7. Merchant agrees to indemnify and hold harmless Charity League and property owners and their respective agents from and against any and all losses, expenses, claims, causes of action, injuries, suits or damages to person or property including, but not limited to, attorney's fees, arising out of or related to the set-up or operation of merchant's booth(s) at the Holiday Premiere.

8. Four badges will be provided when merchant arrives and registers at the Holiday Premiere and will be used as identification to allow merchant access to the building.

9. Merchant will be responsible for obtaining any licenses or permits required by any state or local authorities in connection with its participation in the Holiday Premiere or the display or sale of its merchandise at the Holiday Premiere.

CHARITY LEAGUE HOLIDAY PREMIERE

CHARITY LEAGUE OF MARTINSVILLE AND HENRY COUNTY

Charityleague@gmail.com; chair Holly Kozelsky, (919) 548-9748

P.O. Box 3613, Martinsville, VA 24115

Merchant (please print): _____ **DATE:** _____

By: _____ **Its:** _____
Signature of Authorized Agent Title

Accepted:

Charity League of Martinsville and Henry County

DATE: _____

By: _____ (Beverly Cecil), President, Charity League of
Martinsville and Henry County, **or**

_____ Charity League Holiday Premiere Committee Member, Charity
League of Martinsville and Henry County

[Please print or type]

Name of Business: _____

Type of entity: Corporation _____ Sole proprietorship _____ Partnership _____

Limited liability company _____ Other (please specify) _____

Contact Person: _____

Title or relation to business: _____

Mailing Address: _____

Telephone: Day: _____ Evening: _____ Cell: _____

E-mail: _____ Fax Number: _____

CHARITY LEAGUE HOLIDAY PREMIERE

CHARITY LEAGUE OF MARTINSVILLE AND HENRY COUNTY

Charityleague@gmail.com; chair Holly Kozelsky, (919) 548-9748

P.O. Box 3613, Martinsville, VA 24115

BOOTH SPACE SIZE AND FEES

The fee to reserve a 12' by 12' foot spot is \$75.

Please enclose full payment.

No refunds will be granted after Oct. 1.

No merchant will be promised a particular location. While Charity League will try to accommodate requests, please be aware that there are many factors that go into the floor plan. The League will place merchants on the floor plan, at the League's discretion, in order to best facilitate your sales, your booth size request, the distance from other merchants who may carry the same or similar product lines, and the overall success of the Holiday Premiere.

12' by 12' RESERVED SPOT; \$75

Check (enclosed) _____

OR

Cash _____ Charity League signature of receipt: _____

MAKE CHECKS PAYABLE TO:

Charity League of Martinsville and Henry County

P.O. Box 3613, Martinsville, Va., 24115

Phone: (276) 632-0003 or (919) 548-9748

E-Mail: charityleague@gmail.com

Web site: www.charityleague.org