



**Downtown Topeka Rotary Club**  
**2017 Freedom Festival**  
**July 1, 2017**  
**9:00 AM - 3:00 PM**

**TERMS AND CONDITIONS**

1) **Fee Terms**

- a. Fees are due upon execution of this contract.
- b. Fees cover one (1) 10 x 10 booth space and two (2) lunch vouchers.
- c. Tents, tables and chairs are the responsibility of the exhibitor.
- d. Booth space allocated on 1<sup>st</sup> come 1<sup>st</sup> served basis.
- e. Cancellations: Must be in writing thirty (30) days prior to show or entire amount(s) paid are forfeited.

2) **Subletting of Space**

No exhibitor shall, without the consent of the Freedom Festival Committee, assign, sublet or apportion the whole or any part of the space rented by it. Neither shall any exhibitor, without the consent of the Freedom Festival Committee, represent any other firm, corporation or individual, or advertise, distribute literature concerning, or offer for sale the product of any other firm, corporation or individual except as specified in its contract for space.

3) **Character of Exhibits**

Each exhibitor agrees to use and occupy said space at the rental provided for display or exhibit of only the materials contracted for or for which said exhibitor is representing agent, unless written approval to exhibit other articles or merchandise is obtained from the Freedom Festival Committee.

4) **Restrictions for Exhibits on Capitol Grounds**

No tent stakes allowed in the Capitol grounds. No open flames or items that emit smoke are permitted. Exhibitors are not permitted to charge fees for participation or sell any items from booths located on Capitol Grounds.

4) **Insurance & Liability**

The Downtown Topeka Rotary Club has a General Liability policy that applies to this event.

5) **Interpretations and Amendments**

**a.** The Freedom Festival Committee shall have full power to interpret and enforce all rules contained herein and the power to make amendments thereto, and to enact such further rules and regulations as it shall consider necessary for the proper conduct of the show.

**b.** Installation of all exhibits begins at 6:00 AM on Saturday, July 1 and **must** be completed prior to 9:00 AM.

**c.** The **Show hours are: Saturday, July 1, 2017 9:00 AM to 3:00 PM**

**d.** **No exhibit shall be** removed or demolition made before 3:00 p.m., Saturday, July 1, 2017, without written authority from the Freedom Festival Committee.

**e.** All exhibits must be removed from the area by 5:00 p.m. Saturday, July 1, 2017. Any materials left on the center premise after 5:00 p.m. will become the property of the Downtown Topeka Rotary Club, or a fee may be applied by the City of Topeka for removal.

**f.** Exhibitors agree to keep their exhibits open and fully managed with proper representation during the scheduled hours of the show. The burden of liability for theft or vandalism of furnishings and articles contained therein will rest with the exhibitors.

**g.** Exhibitors are **NOT** permitted to charge any fees for participation or sell any items on the State Capitol grounds.

**h.** Exhibitors agree to keep their exhibits open and fully managed with proper representation during the scheduled hours of the show. The burden of liability for theft or vandalism of furnishings and articles contained therein will rest with the exhibitors.