

HOT AUGUST FLIGHTS BOOTH SPACE RENTAL AGREEMENT
Saturday, August 6, 2011



YES – Please reserve us a booth space! (Deadline to reserve is July 15, 2011)

Business Name _____

Product or Service Promoted or Sold** at event will be: _____

Contact Name & Title _____

Contact Phone Number _____

Contact Email _____

- **Vendor Booth Space is \$50** and includes the space only and does not include electricity or furnishings. Space is 10ft x 10ft.
- Booth activities should generate limited garbage as we cannot have garbage on the tarmac, and you agree to contain and collect all garbage from your activities at the booth.
- Booth decorations may NOT include balloons or other flying objects as they may create a hazard to air safety should they become dislodged.
- **Items sold or given away must be pre-approved by the Hot August Flights Committee. Booth advertising will be for your business only.
- REFUND/CANCELLATION POLICY: Cancellations must be made in writing and submitted to Flight Deck at 2680 Aerial Way SE, Salem, OR 97302 or by fax 503-362-5581 or email info@flightdeckrestaurant.com. Cancellations made BEFORE July 1, 2011 will receive a refund of booth rent paid. No refund will be given for cancellations AFTER July 1, 2011.
- **CERTIFICATE OF LIABILITY: Your booth application and payment must be accompanied by a Certificate of Liability Insurance of at least \$1,000,000 naming Thyme Savours, LLC dba Flight Deck Restaurant & Lounge AND the City of Salem as Additional Insureds. City of Salem address is 2990 25th Street SE, Salem, OR 97302.**
- On the DAY OF THE EVENT:
 - Arrival time is 7:00am and booths should be set up and ready to receive guests by 8:00am the day of the event. Booths must remain up until 3pm and completely removed by 5pm the day of the event.
 - You MUST CHECK IN at the gate when entering the field. Your booth assignment and safety instructions will be given to you at that time. If you have not CHECKED IN by 8:30am the day of the event, HAF Committee reserves the right to give your space to another participant if necessary.
 - Parking is in the lots where the attendees will also park. You may drive your car on the field to unload, but you must remove your vehicle during the event.
 - Be sure to bring a tent to cover your booth as it is hot in August and you will need shade.
 - Be sure to bring weights for the tent – gallon milk jugs with water work well for tying down.
- Your signature below indicates your agreement to abide by the rules above and as further communicated by the HAF committee. **Make check payable to Flight Deck Restaurant and mail to 2680 Aerial Way SE, Salem, OR 97302 along with a signed copy of this agreement.**

SIGNED _____ DATE _____

PRINTED NAME _____

ACCEPTED BY _____ DATE _____