



## Policy for Vendor Table Reservation

Charges	
Deposit	<b>\$50</b>
Daily Usage Fee	<b>\$150</b>
Additional Display Space (8x2 feet) Daily Charge	<b>\$75</b>

### Vendor Table Policy:

1. Vendor table area reserved is for accommodation of two 8 feet x 2 feet tables and chair or standing area behind the tables. Additional display space usage needs additional payment as above.
2. Two 8 feet x 2 feet tables and 4 chairs are included in the reservation fees
3. Electrical Outlet availability is based on the location of electrical outlets. Long extension cords (greater than 15 feet) are not allowed. Extension cords are not provided.
4. Strong display Lights (Greater than 100 watt bulbs) are not allowed. LED lighting is encouraged.
5. Setup may be authorized the day before during regular working hours, but Temple is not responsible for the safety of items left overnight in the Temple premises.

### Payment and Reservation Policy:

1. The Front Desk & Facilities Committee (FDFC) decision is final and abiding in all matters relating to the Vendor Tables.
2. A signed Agreement to abide by the policy and Release of Liability is required at the time of securing reservation.
3. Deposit is required at the time of booking to secure the space.
4. Cancellations need to be made 30 days prior to reservation date for the Deposit to be refunded in full.
5. Cancellations made less than 15 days prior to intended reservation date will be refunded the deposit, minus a \$25 administrative fee.
6. Reservation is made on a First come First serve basis, subject to approval by the FDFC.
7. Deposit can be paid over the phone by CC, in person or via mail by Check drawn in favor of 'Sri Ganesha Temple'
8. Total Reservation fee (Daily charge x Number of Days) and is payable at the time of gaining access to vendor area.
9. Verification of ID (Driver's License) may be required.
10. Deposit Fee refund will be paid via Check and be mailed within 10 business days to the mailing address provided.
11. Reservation can only be made by individuals and by Officers of an Organization.

Vendors Name and Signature: \_\_\_\_\_ Date: \_\_\_\_\_