



Carnival of Steel

Richland College Department of Music

Derrick Logozzo, Director of Instrumental Music

12800 Abrams Road, Dallas, TX 75243-2199

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www.richlandcollege.edu/music

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Carnival of Steel Festival Vendor Reservation Form
Vendor Booths from 11:00 AM-7:00 PM on Sat. April 18, 2009

- Vendor wishes to reserve an individual location for the amount of \$100. One table and two chairs will be provided. Payment must be received no later than 5:00 p.m., Wednesday, April 15, 2009. by the Richland College Business Office, Thunderduck Hall, 12800 Abrams Road, Dallas, TX 75243-2199.
- Vendor understands that absolutely no alcoholic beverages are permitted.
- Vendor agrees to obtain prior approval for any proposed advertising or signage from Richland’s Information Services. (Call 972-238-6007 for information.)
- Vendor agrees to wholly and completely defend, indemnify and hold harmless Richland College of the Dallas County Community College District, its officers and/or employees from and against any and all claims, causes of action, damages, liability, judgments, costs and/or expenses arising from this event.
- Vendor understands that no refunds will be made unless the event is canceled.
- Vendor Set up Location Areas will be inside Fannin Hall as well as outside in a covered area beside Fannin Hall. Communication of exact booth space # and location will be made upon the completed and paid receipt of this form.

Company Name: _____

Contact Person Name: _____

Telephone: ____/____

Mailing Address: _____

Street/PO Box City State Zip

Proposed products to be sold/promoted: _____

Vendor’s name (please print or type legibly): _____

Vendor’s signature _____ Date: _____

Approved: _____

Financial Services Designee

Approved: _____

Festival Director

- Is electricity required? yes no
- Setups may begin at 10:00 a.m., Saturday, April 18, and must be removed by 8:00 p.m.
- Richland will provide one central hose and hose connection for domestic water access and one central waste location.
- Vendors must trap their own waste water. No free or open waste water drains will be permitted at any booth.

Payment by check:

Check enclosed Check # _____ (Checks should be made payable to Richland College.)

Authorized Signature: _____

Total Payment to be sent:

(Checks are to be made payable to Richland College with Carnival of Steel listed on the Memo Section Line.)

\$100 Fee for Each requested Booth Space.

Sending Forms and Payment:

You may send forms & payment in mail to: Richland College, ATTN: Derrick Logozzo, 12800 Abrams Road, Dallas, TX 75243-2199

You may fax or email forms separately to Derrick Logozzo at: derricklogozzo@dcccd.edu or FAX: 972.238.3799 (w/cover sheet)

Entry Deadline: April 15, 2009 (postmarked forms and receipt of payment)

A receipt will be mailed to the address shown above.



Richland College

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

An equal opportunity institution.

www.richlandcollege.edu/music