

**RENTAL SPACE AGREEMENT**  
**for**  
**Unity of Springfield's Planet Unity Event**  
**Saturday, April 18, 2020, 10 am- 5 pm**

This shall be considered a Rental Space Agreement for a church-sponsored sales event, to be held on church grounds located at: 2214 E. Seminole Street, Springfield, MO 65804. This Agreement is between:

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Name of Individual, hereinafter referred to as **Vendor**

AND

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Name of U.O.S. Representative UNITY OF SPRINGFIELD,  
hereinafter referred to as **U.O.S.**

**RULES AND REGULATIONS**

1. Date(s) of EVENT: April 18, 2020.
2. I understand the EVENT will be held, rain or shine, and any and all monies paid for rental spaces shall be **Non-Refundable** unless said EVENT is cancelled by **U.O.S.**
3. Spaces are reserved on a "first-come, first-served" basis, regardless of previously held space assignments. All monies owed for space are due prior to the date of the EVENT.
4. Each rental space shall be measured, numbered, and marked off. You will receive your assigned number the morning of the event.
5. Unused spaces will only be available the day of the EVENT with payment of cash or credit card. ***No checks will be accepted.***
6. **Vendor** is responsible for appropriately marking their items for sale, monitoring their space and collecting payment for their items.

7. **Vendor** must disclose the type of merchandise that will be sold at the EVENT and approval for space will be at the discretion of the church office. Since this is an earth day event we will only accept vendors with products that are homegrown, handmade, all natural, and environmental friendly.
8. If **Vendor** is selling products they must have permit from the city. If **Vendor** does not have city permit to sell items, \$5 will be added to total payment due to cover the cost of this permit.

I have a city permit to sell my merchandise  I do not have a permit- add \$5

Payment must be received before your space can be reserved and must be prior to the first day of EVENT. Enter desired number of spaces below:

10'x10'  x \$50 each =  total payment due

\_\_\_\_\_ **Vendor's Initials**

\_\_\_\_\_ **U.O.S. Rep's Initials**

9. **Vendor** agrees that they, and/or any person affiliated with their booth, will not in any way sell, trade or provide access to guns, pornographic material, drugs (legal or illegal), or bootleg items including, but not limited to: videos, purses, watches, etc. **NO EXCEPTIONS.**
10. Food &/or beverage **Vendors** must have appropriate licensure and permits.
11. Upon arrival Saturday, April 18, 8:00-9:00 am, **Vendor** will first check in with Church Staff before beginning set-up of their products in their reserved space(s).
12. **Vendor** must have all unsold items removed and their space(s) cleaned up no later than 6:00 pm, Saturday, April 18, 2019. Please make sure your area is free of trash before you leave.
13. At no time shall **U.O.S.** be held liable or in any way responsible for any personal injury sustained on the premises, damage or theft that may occur to **Vendor's** goods, products, and/or sellable items.

\_\_\_\_\_ **Vendor's Initials**

\_\_\_\_\_ **U.O.S. Rep's Initials**

14. **U.O.S.** reserves the right to disallow any and all materials or goods considered by **U.O.S.** to be objectionable for display or sale on **U.O.S.** property.
15. Any payment by check must be paid no later than ten (10) days prior to the first day of the EVENT.

I, \_\_\_\_\_, have read and fully understand the terms  
VENDOR'S FULL NAME (PLEASE PRINT)

as stated herein, and do hereby agree to all the terms as stated above.

**Company represented (if applicable):** \_\_\_\_\_

**Please describe all major items that will be sold:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
VENDOR'S SIGNATURE

\_\_\_\_\_  
U.O.S. REPRESENTATIVE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
 2214 E. Seminole Street  
ADDRESS

\_\_\_\_\_  
CITY / STATE / ZIP

\_\_\_\_\_  
 Springfield, MO 65804  
CITY / STATE / ZIP

\_\_\_\_\_  
PHONE

\_\_\_\_\_  
 (417) 887-2214  
PHONE

\_\_\_\_\_  
TODAY'S DATE

\_\_\_\_\_  
TODAY'S DATE

\_\_\_\_\_  
AMOUNT PAID

\_\_\_\_\_  
BALANCE DUE