



2019 Booth Application

Please complete the following form to secure booth space at the 16th annual O'Flaherty Irish Music Retreat to be held Oct. 17-20, 2019. Deadline for applications is Monday, October 7th, 2019.

Name of Co./Org.: _____ Website: _____

Primary Contact Name: _____ Email: _____

Cell: _____ Hm Ph: _____ Wk Ph: _____

Mailing Address: _____

City/State/Zip: _____

Services or Products to Be Sold: _____

Arrival Time/Date: _____ Departure Time/Date: _____

Setting Up Online Account

Regardless if you want to attend as a student or not, you must set up an online account to be identified as a participant and receive a badge which must always be worn while on campus during the retreat. Go to www.oflahertyretreat.org and click on the "Register" tab at the top.

Within your account you can select lodging, meals, and classes (if you choose to pay tuition). Payment for your charges can be made through our PayPal portal. You can also send a check payable to TIMES at 1320 Navaho Trail, Richardson, TX 75080.

Space Desired

We will **waive** fees for booth spaces 10'w x 10'd or areas up to 100 sq. ft. or less. If you desire larger space, please enter the space desired below. The cost is \$1 for every square foot above 100. Charges for additional space will be added to your online account.

Booth Size (Width by Depth) _____

No. of sq. ft. (W x D) _____ minus 100 = \$ _____ amount due.

Tables and Chairs

One table and two chairs are included for all 10' x 10' spaces for the three days at no charge. Charges for additional tables and chairs will be added to your online account. Please enter any additional needed:

No. of Additional Tables Desired _____ @ \$5 per table = \$ _____

No. of Additional Chairs Desired _____ @ \$1 per chair = \$ _____

Power Requirements

Do you need access to an electrical outlet? Yes No

Booth Location and Hours

All of our vendor booths will be located in the same location. The location will be decided prior to the retreat and you will be notified. Your booth may be open to the public between 8:30 a.m. to approximately 10 p.m. on Friday, Saturday and Sunday. After the instructor concerts on those evenings, the doors will be locked. Booths will not be open during times in which classes are being held in the area of the booths.

Concerts/Ceilis

As a vendor, you are entitled to free admission to the instructor concerts and ceilis held during the evenings.

Booth Promotions

Organizers for the retreat want your booth to be successful and will help promote your attendance through advanced emails to its students and listing on the retreat website. Please provide a high-resolution photo of you, your booth or your services/products, a brief description of your services/products, and if applicable, your professional credentials.

The following is agreed by Vendor:

1. Vendor will collect and pay all applicable local, state and federal taxes related to the sale of Vendor's services and products while at the retreat.
2. Vendor will not display, sell or distribute any item or service not approved in advance by the retreat director.
3. Vendor understands that TIMES is not responsible for broken, stolen or loss merchandise, cash or other valuables while at the retreat and will secure its products when the booth area is closed to the public.
4. Vendor gives permission to the TIMES and its representatives to photograph, videotape and record Vendor's services and products in the marketing of the retreat or for its educational purposes.
5. Vendor agrees to defend, indemnify and hold harmless TIMES, its volunteers and managers, its board of directors, and other representatives, from and against any and all actions, costs, claims, losses, expenses or injuries arising out of the acts of Vendor including liability for taxes, insurance and workers compensation.

By Vendor's signature, Vendor accepts the terms and conditions of this application for a vendor booth.

Vendor Signature _____ Date _____