



**New Moon Psychic Festival & Holistic Healing Expo**  
**October 21 & 22, 2017**  
**Damascus Shrine Center, 979 Bay Road Webster, NY 14580**

**Vendor Booth Application**

**BUSINESS NAME:** \_\_\_\_\_  
**NAME OF CONTACT:** \_\_\_\_\_  
**FULL MAILING ADDRESS:** \_\_\_\_\_  
**EMAIL:** \_\_\_\_\_  
**PHONE #:** \_\_\_\_\_ **WEB SITE:** \_\_\_\_\_  
**DESCRIBE THE SERVICES / PRODUCTS YOU PROVIDE:** \_\_\_\_\_

Description	Amount	Total
<b>Mini Booth:</b> • 1 card table / 2 chairs	<b>\$155</b> per booth	
<b>Single Booth:</b> • 1 eight-foot table / 2 chairs	<b>\$200</b> per booth	
<b>Full Booth:</b> • 2 eight-foot tables / 2 chairs	<b>\$300</b> per booth	
<b>Table Skirting:</b> • All tables must be covered/skirted to floor length • Please indicate if you will bring your own or if you need us to provide it	<b>\$10</b> per skirt	
<b>Optional tax deductible Love Donation to help the Shriner's Children's Hospital</b> <i>(make a copy of this completed form to use for your taxes)</i>		
<b>TOTAL DUE:</b>		
<b>DEPOSIT:</b>		
<b>ELECTRICITY INCLUDED IN FEE</b>		<b>BALANCE DUE:</b>

**PAYMENT TERMS: A \$50 NON-REFUNDABLE FEE IS INCLUDED IN YOUR BOOTH COST.**

- One half of the payment is due with application
- Full payments due by August 1, 2017

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

**PAYMENT METHOD:**

- \_\_\_\_\_ **Check** Payable to New Moon Expo  
 (A \$30 fee will be assessed to all returned checks)
- \_\_\_\_\_ **PayPal/CC** Go to [www.newmoonforyou.com](http://www.newmoonforyou.com)  
 New Moon Expo Details / 2017 Applications

**SALES TAX:** Vendors are solely responsible for collecting and paying all New York State sales taxes and shall properly display their New York State Sales Tax Certificate at their booths. A copy of your Sales Tax Certificate must be submitted to New Moon with application

*For Office Use*

- To reserve your space, you need:**
1. Booth application, filled out & signed
  2. Policies & Procedures, signed
  3. Payment - enclose check OR use PayPal on our web site
  4. Tax certificate

**I have read and understand the terms of this application/contract.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Names of people who will be working in your booth other than yourself:

1. \_\_\_\_\_
2. \_\_\_\_\_

**Additional Opportunities:**

\_\_\_\_\_ Are you interested in providing a free lecture or demonstration during the expo?  
 Title \_\_\_\_\_

\_\_\_\_\_ Donate Door Prize(s) - please specify \_\_\_\_\_

**Mail all items to:**

**New Moon Expo**  
 PO Box 293  
 Penfield, NY 14526

Questions should be directed to:

[barbarakonish@frontiernet.net](mailto:barbarakonish@frontiernet.net)  
[vpreston017@gmail.com](mailto:vpreston017@gmail.com)  
 Barbara Konish 585-224-8657



New Moon Psychic Festival & Holistic Healing Expo
Policies & Procedures

- 1. Only one business or organization may operate in each booth space; sharing booth with other businesses or organizations is prohibited. Booth space may not be reassigned or sublet. Expo participants may not distribute, display, or sell products, literature, or other items from any business or organization other than the one specifically contracted with New Moon Psychic Festival & Holistic Healing Expo (NEW MOON) to rent the space.
2. NEW MOON will determine locations of all booths.
3. Refunds will not be issued after September 1, 2017.
4. Items and products:
a. A Booth Space Application must be completed, including a full list of all items or products to be sold, distributed free or sampled; NEW MOON must approve these prior to the start of the Expo.
5. General Rules for Expo Participants:
a. Participants must provide their own shelves, display racks, etc.
b. Participants must make their own arrangements for transport of their products, equipment, etc., to and from their booths; Expo personnel are not available to assist, and the Expo cannot provide storage space for products, equipment, literature, etc. for Participants.
c. Participants must take full responsibility for set-up and other display materials.
d. Participants must have personnel present and in their booths at all times during the official operating hours of the Expo: Saturday 10AM - 7PM & Sunday 10AM - 6PM.
e. Participants may not open or close earlier or later than official operating hours, without express permission of NEW MOON Management.
f. Participants must keep all displays, merchandise, etc. within the confines of their booth.
g. Participants must maintain a neat and clean area in and around the space.
h. Participants may not hawk, peddle, sell, or advertise outside the assigned area.
i. Participants may not distribute literature or other items to passers-by while standing outside of their assigned area.
j. Participants may not have music or conduct activities that may be disruptive to neighboring participants, passers-by, or NEW MOON Personnel. NEW MOON reserves the right to make such determinations.
k. Participants must return the areas to their pre-Expo condition (if repair and cleaning costs are incurred and NEW MOON determines Participant is responsible, the Participants will be billed for the cost of the repair).
l. Due to Fire Marshall regulations burning of candles is prohibited during the Expo.
m. Readers may not offer services for less than \$30. Please keep this in mind when establishing your pricing for this show.
n. For legal reasons please display a disclaimer that alerts the public to the fact that "All readings are for entertainment purposes only."
o. Displayed signs and banners are to represent only the services offered at your booth for this event.
p. No "pop up" tents allowed without prior permission. Banners and signs must be free standing, backdrops for booth will be by choice.
q. Cell phones are limited to outer Shrine area, ringers off.
r. All meals must be eaten in the Food Tent.

- 6. Fee Requirements:
a. All Participants must have entire booth fee paid in full prior to August 1, 2017.
7. Permits/Certificates:
a. Vendors are solely responsible for collecting and paying all New York State sales taxes and shall properly display their New York State Sales Tax Certificate. Your Sales Tax Certificate must be submitted to NEW MOON with your application. (NOTE: It is required by the NYS each year. They are not kept on-file by NEW MOON Management.)
b. Participants are responsible for obtaining and displaying any health or other permits as required, and operating within any local, state, or federal guidelines, licensing or laws.
8. Participant is solely liable for equipment (installation, operation, and teardown), and any other personal property at the Expo. Participant represents he or she has insurance coverage for said items to cover loss due to vandalism, theft, or any other casualty. Any losses due to fire, theft, damage, or injury is the sole responsibility of the Participant. It is specifically agreed that NEW MOON, Barbara Konish and the Damascus Shrine Center shall be held harmless for any claim of theft, vandalism, casualty, or loss.
9. Participant agrees to defend and indemnify NEW MOON, Barbara Konish, Vicki Preston and the Damascus Shrine Center, their agents and employees, against any and all losses, expenses, claims, suits, damages, or causes of action whatsoever arising out of granting of the Booth Space Application, and against any order of decrees or judgments which may be entered therein, due to any injury to any person and/or property or loss of life sustained in or about the Fair, or associated with the event during the term of this agreement, caused by the negligence or wrongful, intentional acts of the Participant, its employees or agents.

I understand and agree to abide by the above policies and procedures. Upon acceptance of my application, this form will be binding and will represent the terms of the contract:
Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_
Printed Name \_\_\_\_\_
Accepted by: (New Moon Rep) \_\_\_\_\_ Date \_\_\_\_\_
This signed form must accompany your application and be sent to:
New Moon Expo
PO Box 293
Rochester, NY 14526
Questions should be directed to Barbara Konish 585-224-8657