

Support Our Troops Day

May 12, 2018

Vendor Agreement

Name of Vendor

Contact Person Name

Physical Address

Telephone#/ Email Address

City, State, Zip

Number of Booth Spaces Required

Brief description products/services to be offered:

The above named individual or group, hereinafter referred to as "Vendor", agrees to abide by the terms set for the lease of booth(s) at the Support Our Troops Day hereinafter referred to as "EVENT SPONSOR".

THE EVENT SPONSOR RESERVES THE RIGHT, ENTIRELY AT ITS DISCRETION, TO ACCEPT OR REJECT ANY APPLICATION FOR USE OF TIDS FACILITY.

SET-UP AND TEAR-DOWN: The Vendor may enter the premises for the purposes of set-up no earlier than **9:00 am** the day of the event. Tear-down may begin no sooner than **3:00 pm** the day of the event. Vendor agrees to completely vacate the premises by **7:00 pm** the day of the event.

RENTAL FEES: The appropriate fee must be paid prior to the scheduled event. Fees are to be paid in the form of check made payable to "American Legion Post 247" and mailed to American Legion Post 247, A'ITN: Joanne Smoot, 5310 Courtney's Corner Rd., Sumerduck, VA 22742.

Booth spaces are \$50.00 each for a 10 x 10 outdoor space and \$75.00 for a 10 x 10 indoor space. Vendor is required to provide their own table, canopy and extension cords, if needed. Electricity is available for all booth spaces at no additional charge.

THERE IS NO WORKING WIFI AVAILABLE INSIDE THE BUILDING.

THERE WILL BE A \$50.00 SERVICE CHARGE FOR ANY CHECKS RETURNED TO EVENT SPONSOR FOR INSUFFICIENT FUNDS.

VENDOR MUST BE AT LEAST 21 YEARS OF AGE TO RENT THE FACILITY. THE EVENT SPONSOR RESERVES THE RIGHT TO ENTER THE PREMISES AT ANY TIME BEFORE, AFTER OR DURING THE SCHEDULED EVENT.

CANCELLATION: If the Vendor notifies the EVENT SPONSOR (Joanne Smoot at jjsmootski@gmail.com or 540-222-7626; or Lee Sherbeyn at 540-878-3068, or dlsherbeyn@gmail.com) by e-mail or by phone at least 30 CALENDAR DAYS prior to the scheduled event date that the Vendor is cancelling; the Vendor will receive a full refund. If a cancellation is made LESS THAN 30 CALENDAR DAYS before the scheduled event date, the EVENT SPONSOR will retain the entire applicable Vendor Fee.

LIABILITY: Neither the EVENT SPONSOR or any of its members or agents shall be liable for any injury or damage to persons or personal property either caused by or resulting from rain or any acts of God, nor for any injury or damage from any other causes or negligence of EVENT SPONSOR, and Vendor shall give prompt notice to EVENT SPONSOR or its Agent for any of the foregoing occurrences, however caused.

LICENSES AND PERMITS: All required licenses and permits necessary for the preparation and / or serving of food must be in compliance with Health Department Regulations, including permits and labeling.

ALCOHOL SALES OR CONSUMPTION ARE NOT ALLOWED.

If the necessary permits are not obtained and the Event Sponsor is fined, the Event Sponsor will then file suit against the renter for damages sustained. Further, all legal fees incurred by the Event Sponsor will be paid by the renter.

I, the Vendor, or the agent for the Vendor, have read and agreed to the above stated terms on these pages.

Printed Name of Vendor or Agent

Date

Signature of Vendor or Agent

EVENT SPONSOR USE:

Booth Fee Paid: _____ YES _____ NO

Date Paid: _____

Check# & Amount: _____ Cash Amount: _____

Credit Card Type & # _____