

EVENT VENDOR AGREEMENT

NAME OF THE EVENT : [SPECIFY NAME OF THE EVENT]

DATE OF THE EVENT : [SPECIFY NAME OF THE EVENT]

PLACE OF THE EVENT : [SPECIFY NAME OF THE EVENT]

VENDOR NAME	: [SPECIFY VENDOR NAME]
CONTACT NAME	: [SPECIFY CONTACT NAME]
STREET ADDRESS	: [SPECIFY STREET ADDRESS]
CITY	: [SPECIFY CITY]
STATE	: [SPECIFY STATE]
ZIP CODE	: [SPECIFY ZIP CODE]
PHONE	: [SPECIFY PHONE NO.]
EMAIL	: [SPECIFY EMAIL ADDRESS]
LICENSE OR PERMIT NO.	: [SPECIFY LICENSE OR PERMIT NO.]

VENDOR TYPE: Please check all that apply.

☐ Food or Beverage	☐ Retail
☐ Food and Beverage	☐ and Crafts

POLICIES AND TERMS

1. The [SPECIFY THE VENDOR NAME] agrees to pay [SPECIFY THE COMPANY NAME][SPECIFY NUMBER] percent of the total event gross sales in cash or by any modes of payment as being agreed on by the party's payable to [SPECIFY THE COMPANY NAME] after the event.

2. The [SPECIFY THE VENDOR NAME] must provide and comply a certificate of insurance which shows the general liability insurance coverage with general aggregate and per-occurrence limits of at least [SPECIFY AMOUNT], which includes the bodily injury, property damage, personal injury, advertising injury and damages to premises. All coverage must be primary and noncontributory, naming [SPECIFY THE COMPANY NAME] as an additional insured and waive subrogation against [SPECIFY THE COMPANY NAME].
3. The [SPECIFY THE VENDOR NAME] must present this agreement fully signed and completed, a valid certificate of insurance, and a valid government issued identification for each vendor event participant.
4. Food vendors must comply with the attached Procedure on Food Standards and Health Requirements, including any required permits in the locality.
5. The [SPECIFY THE VENDOR NAME] will conduct and perform their business in a courteous, professional and ethical manner and without regard to religion, race, sex, national origin, sexual preference, gender, age, disability or political affiliation.
6. Failure of the vendor to comply with the national and local ordinances and/or policies and procedures of [SPECIFY THE COMPANY NAME] that they strictly adhere shall lead to strict countermeasures of [SPECIFY THE COMPANY NAME].
7. The [SPECIFY THE COMPANY NAME] reserves the right to terminate this agreement at any time without liability. [SPECIFY THE COMPANY NAME] reserves the right to remove any vendor for cause or no cause. In an instance where the event is not held or canceled or if the vendor is removed for any reason, the vendor will be refunded for any booth fee paid, however will be entitled to no other compensation or damages.

8. The [SPECIFY THE VENDOR NAME] must stay and remain within its appointed area(s) as being specified herein:

1. [SPECIFY APPOINTED AREA]

9. The [SPECIFY THE VENDOR NAME] should be responsible for the setup and breakdown in its area.

10. For the maintenance of a clean and good sanitation in the event, [SPECIFY THE VENDOR NAME] must use recyclable or compostable materials in the delivery and/or display of your products or services. After the event, the [SPECIFY THE VENDOR NAME] shall be liable for the cleanliness and sanitation in the area [SPECIFY THE VENDOR NAME] is assigned to.

11. The [SPECIFY THE VENDOR NAME] discharges [SPECIFY THE COMPANY NAME], its heads, personnel, contractors, operators and any and all affiliates from any liability, obligation or control for any and all claims and damages of every kind, whether for injury or to death of any person, for damage to or loss of property, or else, even if caused by the negligence, other fault or strict liability of any of the released parties or by any fault whatsoever of other persons, arising, directly or indirectly, from the occupancy, use or non-use by vendor of any part of the property of [SPECIFY THE COMPANY NAME].

12. The [SPECIFY THE VENDOR NAME] will fully indemnify and hold harmless each and all of the released parties from and against any and all claims by any person, actions, liability, damages, and expense in connection with the loss of life, personal injury, and/or damage to or loss of use of property in a way arising from the occupancy or use by vendor of any part of the [SPECIFY EVENT PLACE], or otherwise caused, in whole or in part, by any act or omission of vendor, its agents, contractors, employees or affiliates, even if also caused in part by the negligence, other fault or strict liability of any of the released parties.

The undersigned herein have read and understood the stated above policies and terms, and hereby agree to abide to them.

SIGNATURE : [INSERT SIGNATURE]

NAME : [SPECIFY NAME]

TITLE OR POSITION : [SPECIFY TITLE OR POSITION]

VENDOR NAME : [SPECIFY VENDOR COMPANY NAME]

DATE : [SPECIFY DATE SIGNED]