

# 2016 Vendor Contracting Letter of Intent to Show

This agreement is made this \_\_\_\_\_ day of, \_\_\_\_\_ 20\_\_\_\_, for the 2016 season show, between the Branson Veterans Task Force, herein referred to as the "BVTF" and \_\_\_\_\_, herein referred to as "Vendor" for the use of event exhibition space at the **Branson Veterans' Vender Village** to be held according to the conditions and schedule as follows on pages two and three.

**All product items sold or displayed are to be from the contracted Vendor Booth Space only.**

(Initials \_\_\_\_\_) The BVTF is not responsible for any licenses required including the Branson City Temporary License by any vender to distribute samples or place any items for sale. NO alcoholic beverages allowed on property. Vender must have and/or obtain these documents to be present at their booth at all times.

(Initials \_\_\_\_\_) No additions are allowed to this original agreement without permission and in writing from the BVTF board or a designated representative of the BVTF. (Initials \_\_\_\_\_) Incomplete contracts are not valid (Initials \_\_\_\_\_) All Back Drop Displays must fit in contracted booth space or a second booth is required. **No displays, racks, or merchandise is allowed to be in the pedestrian walk ways.**

(Initials \_\_\_\_\_)

**(PLEASE PRINT all below requested information required)**

Booths (see pg 2 for description) required (not tables):\_\_\_\_\_ Extra Tables (\$ 30.00 each):\_\_\_\_\_ Extra Chairs (\$ 20.00 - 2 each):\_\_\_\_\_ Due to the continuing changes from the available suppliers, extra items required will not be on hand unless ordered prior, no exceptions. (Initials \_\_\_\_\_)

Name of business or organization \_\_\_\_\_

List name on check payment if payee name is different from above or if it doesn't include the DBA. \_\_\_\_\_

Clearly describe products or goods you intend to sell or distribute \_\_\_\_\_

Tax ID # of Business \_\_\_\_\_ Owner of Business \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

\_\_\_\_\_  
**Authorized signature (business owner or manager)**

Please return the signed contract, copies of all legal documents required, and the minimum deposit payment by mail to: **\*\*\*\* BVTF Vendor Village, P.O. Box 128, Branson, MO 65615 \*\*\*\***

**Or by E-Mail to: \*\*\* [bvtf-mo@hotmail.com](mailto:bvtf-mo@hotmail.com) \*\*\*or\*\*\* [mikeyates1960@msn.com](mailto:mikeyates1960@msn.com) \*\*\***

***The Annual "Branson Veterans Homecoming", November 5<sup>th</sup> through 10<sup>th</sup> Legal's***

**Insurance:** Any vendor or exhibitor must provide the BVTF with a certificate verifying current liability and compensation insurance, which shall have a policy limit of not less than \$1,000,000.00, and shall name Branson Veterans Task Force and the City of Branson as additionally insured. To the fullest extent permitted by law, the Vendor shall indemnify and hold harmless the BVTF consultants, agents, volunteers, representatives and employees from and against any claims, damages, losses and expenses, including but not limited to attorney's fees arising out of or resulting from performance of the work done or from materials on hand or sold. (Initials \_\_\_\_\_)

**Public hours (Village doors open for business) are 9 am to 4 pm, November 5th through November 9th Vendor booth/ exhibit area should be in order by 8:30 am on November 5th, with exception for last day of event (November 10th), at which time Veterans Village closing time will be at 3 pm.** Vendor *should not* breakdown exhibit before 3 pm on November 10th. Vendor will have daily access to their booth space from 8am until 9am and from 4pm until 5pm each day for restocking and cleanup, no exceptions for security reasons. A designated area for all trash will be set up. (Initial \_\_\_\_\_).

**Exhibits and Booth Areas:** BVTF will provide for each Vendor/Exhibitioner a Vendor's Badge, a Booth (one each – min.) 8 foot wide by 6 foot deep, a 6 ft table, 2 chairs, the pipe and drape, with electricity if available. **If "Pre-Booked" for the 2016 Celebration Week and "paid in full" by close of business on September 1st, 2016, the "Discounted Fee" is \$300.00, per booth. The "General Fee" is \$400.00. All Registered, Not-For-Profits and Fraternal Organizations fee is \$80.00, per booth (no discounts).** All Vendors are required to have their own OSHA safe drop cords and Duck Tape for passage way safety sealing if cords are in the walkway unless they have a manufactured cable cover, no exceptions. Due to space available, a maximum booth space allowance per Vender will be four (4) and **No ½ booth** extensions will be arranged. (Initials \_\_\_\_\_) **Tractor Trailer and Expandable Trucks (\$700.00) Pre-Booked and "paid in full by September 1, 2016, the cost is (\$600.00)**

**Authors Set-ups:** Each author will have his or her Vendor Badge, their own booth (one writer only in each) **\$100.00 (\$80 if paid by 1 Sept)**, which will be 8 foot wide by 6 foot deep, a 6 foot table, 2 chairs, with pipe and drape. (Initials \_\_\_\_\_)

**Vendor Setup:** Vendors will be able to **set up** the morning of **November 4<sup>th</sup> at 8am until 4pm** that evening. Late arrival notice helps us please!! Finish work can be done on the morning of the 5<sup>th</sup> from 8am until 8:50am but must be completed for safety reasons. Exceptions granted in advance by **Mike Yates**. \*Housekeeping of the exhibit and their immediate surrounding area shall be the responsibility of the Vendor and must be maintained on an as needed basis. All Vendors are required to place trash and other throw-away items in the designated area by 5 pm each evening.

\*No sound systems can be used by individual exhibitors without specific permission in writing from the BVTF board or designated representative of the BVTF or Facility Management. Video equipment must not drown out another vendor's system either. If allowed, sound systems cannot interfere with Vender Village presentations.

\* No signs shall be displayed without specific permission of the BVTF or designated representative of the BVTF. (Initials \_\_\_\_\_)

**\*Tractor Trailer and Trucks** must be self contained. No electricity is guaranteed (Initials \_\_\_\_\_) For security purposes, all exhibition items, materials, and displayed must be secured by the vender inside their unit when leaving their venue in the evening. Two fire extinguishers must be on hand, one at each end of display unit at all times when Vender Village is open. Wind can be an issue at times, Vendor must assure all materials are securely placed to prevent Injury and/or Damage. (Initials \_\_\_\_\_) If unit has an operating generator, system must have a muffler system installed to not be a sound nuisance. (Initials \_\_\_\_\_)

**Contract Formalities** \*\*\*\*\* All contracts must be submitted no later than August 1st along with the required minimum **\$90 deposit** for the pipe and drape required per booth for the total number of booths requested. The remaining balance due in full must be received no later than September 1<sup>st</sup> for any discounts to apply. Any space not paid for in full at this time will be available for purchase by another vendor and your pipe and drape deposit is forfeited. **(Initials \_\_\_\_\_)**

**Refund Policy And Payments** \*\*\*\*\* Request for refunds and cancellation of your contract must be received in writing at this office no later than October 1<sup>st</sup>, to receive full credit of any payments made minus the pipe and drape deposit due to contracted rental fee. **(Initials \_\_\_\_\_)** \*\*\* Payments may be made at the BVTF office in person, or by mail. (Make all Checks or Money Orders payable to: **(BVTF / Vendors' Booths)**) If paid by check and the payee name is different than the business listed on contract, please include that name or the DBA on memo area of the check for proper account crediting. There is a \$50.00 returned check fee on any item returned. The BVTF uses the automated check re-imbursalment system. **(Initials\_\_\_\_\_)**

**DISCLOSURE** \*\*\*\*\*Facility Management, the BVTF board and/or designated representatives of the BVTF reserves the right to remove any items, literature, or materials on display or for sale, which they feel is not in keeping with the best interest of the event and/or patrons. This includes, but is not limited to, literature, articles and products that are considered to be in poor taste and/or offensive to the general public, including all political materials Facility Management, the BVTF board and/or designated representatives of the BVTF reserve the right to prohibit questionable promotional practices. \*\*\* No Vendor will display, promote, or sell another Person's merchandise. **(Initials\_\_\_\_\_)** ++ If approached by someone to display their brochures, business cards, etc., please inform them that they can put their items on the **Communities Services Tables** (with BVTF Approval) located in the front of Vender Village. **(Initials\_\_\_\_\_)**

- \*\* Please notify the BVTF or Facility Management if you are being solicited from any outside sources. \*\*
- \*Harassment of any Patron or any other Vender is automatic grounds for ejection from Veterans Village.
- \*Facility Management, the BVTF board and/or designated representatives of BVTF assume no responsibility for Vendor's exhibit and products, and encourage **All Vendors** to obtain insurance coverage.
- \*Vendors are prohibited by law from moving any other Vendor's materials without their permission and notification being made to the BVTF for approval.
- \*Vendor must not have any object placed in a position to obstruct accessibility of handicap persons or the general public. Obstruction of the Fire Lanes is prohibited, no exceptions, and will be enforced!!
- \* If your booth location is not satisfactory, you may request to be relocated, but not guaranteed due to space. Please don't wait until the last minute to make your request!!
- \*All decisions made by the BVTF, Facility Management, or authorized agents are final. **(Initials \_\_\_\_\_)**
- \*All Vendors should have their own credit card slide trays, telephone lines are not guaranteed. **(Initials \_\_\_\_\_)**
- \*Internet/Wi-Fi is not supplied by the BVTF; Vendors must bring their own service with them if needed for their program. **(Initials\_\_\_\_\_)**
- \*Any Implied, Hinted, or Written contractual adjustment, prices, or guarantees by any other persons other than (Mike Yates or Brenda Meadows) are not valid. All contracts approved by Mike or Brenda the 2016 show will be honored!! (Initials\_\_\_\_\_)** If you have not received confirmation of you contract by phone or mail after 60 days from your mailing or e-mail, please contact **Mike Yates 417 861 9480 OR Brenda Meadows, at 417-337-8387** to ensure your space is available and we know you are coming. **I full understanding and agree to the terms of this contract as a Vendor-Owner- Operator -Manager by the closing signature on This Page.**

**COMMENTS/REQUESTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature Required** \_\_\_\_\_