



USSVI 2025 National Convention

August 31 – September 6



Vendor Agreement

The 2025 USSVI National Convention is being held at the following facility and the facility shall be referred to as “RSC in this agreement:

Rosen Shingle Creek
9939 Universal Blvd
Orlando, FL 32819

In this Vendor Agreement, the party supplying the initial setup facilities is the “United States Submarine Veterans, Inc.” and shall be referred to “USSVI” and the party who is requesting these facilities is the company listed on the Vendor Agreement Form (page 5) and shall be referred to as “Vendor”.

The Vendor is requesting USSVI provide facilities in the Vendor/Hospitality Suite (Sebastion K) for the setup and sale of Vendor merchandise during the USSVI National Convention on the dates listed below. The Vendor/Hospitality Suite (Sebastian K) shall be referred to as “Vendor Area”.

Therefore, the parties agree as follows:

1. FACILITY SCHEDULE: The Vendor Area will be available:

Sunday	August 31	1200 – 1800	Vendor Setup*
Monday	September 1	0900 – 1700	Sales / Networking
Tuesday	September 2	0900 - 1700	Sales / Networking
Wednesday	September 3	0900 - 1700	Sales / Networking
Thursday	September 4	0900 - 1700	Sales / Networking
Friday	September 5	0900 - 1700	Sales / Networking
Saturday	September 6	0900 - 1400	Sales / Networking
		1400 - 1700	Vendor Breakdown
No changes to these times are anticipated.			

*Note: If the Vendor cannot be setup by 1800, Sunday, August 31, 2025, or cannot conduct business during the times listed, please notify the USSVI National Convention Chairman. Depending on circumstances, i.e. illness, family emergencies, travel problems, etc. a portion of the convention costs may be refunded.

2. BASIC SETUP: Basic Vendor setup will consist of:

- One 30” X 72” table (skirted)
- Two chairs
- One wastebasket
- One business card size ad in the 2025 USSVI National Convention Magazine

USSVI 2025 National Convention

3. **ADDITIONAL FACILITIES/SERVICES:** In addition to the basic setup provided, the Vendor can also select the following additional facilities/services using the table on the Vendor Agreement Form:
- ▽ Additional skirted table(s)
 - ▽ Additional chair(s)
 - ▽ Electrical service - consists of an extension cord to the back of the booth. The vendor is responsible for supplying any additional items as power strips, extension cords to reach the front of the booth, etc.
 - ▽ WIFI service in the vendor area consists of 1-5 wireless connections capped at a maximum speed of 3 Mbps.
 - ▽ Submit (in writing) any special requests for facilities/services not listed in paragraph 2 and 3 (including WIFI to:

Dan Stark, Vendor Coordinator
PO Box 677028
Orlando, FL 32867

USSVI and RSC will do its best to accommodate you. The Vendor is responsible for any charges resulting from the special request. The special request will be filed with the original Vendor Agreement

4. **FEES, PAYMENTS, & DEADLINES:** Lump sum payment for facilities / services, as calculated on the Vendor Agreement Form are due at the time of submittal.
The deadline for submitting and/or changing Vendor Agreements is 6/1/2025. Requests for facilities/services after 6/1/2025 are subject to the availability of equipment and staff.
5. **EXPENSE REIMBURSEMENT:** The Vendor shall pay all “Out of Pocket” expenses and shall not be entitled to any reimbursement from USSVI.
6. **SECURITY:** Each Vendor is responsible for the security of their merchandise in the Vendor Area. Although Vendor Area will be locked after hours, USSVI and RSC are not responsible for any loss of merchandise or monies during the convention.
7. **UPKEEP:** Vendor agrees to maintain their designated space in the Vendor Area in a kept state, clear of obstacles, boxes or trash. Vendor also agrees to keep their items within their designated space in the Vendor Area and not in the adjacent Hospitality Room.
8. **ADVANCE SHIPMENT:** RSC provides free storage space for Vendor shipments for up to 5 days prior to the start of the convention and charges \$5.00 per day for each additional day. Vendors shipping materials in advance of the convention shall clearly mark the outside of each part of the shipment with the Vendors name and USSVI National Convention . Mail/ship your material to

Rosen Shingle Creek
9939 Universal Blvd
Orlando, FL 32819
Hold for USSVI Exhibit Hall
Attn: Director of Event Management

When checking into the hotel, the Vendor shall inform RSC staff there is a shipment in storage and the delivery location for the shipment. The Vendor is responsible for any storage costs.

USSVI and RSC shall incur no liability for any damage to or loss of your shipment in transit to RSC. Any such issue is a matter between the Vendor and the shipper.

USSVI 2025 National Convention

9. **SIGNS AND DISPLAYS:** Signs displayed on RSC property must be of professional quality and appearance and be in keeping with the general environment of RSC and the following:
- No hand lettered signs
 - Signs do not interfere with established traffic flow in public areas
 - Tape, string, or Command Strip products cannot be used to affix signs to RSC walls or other structures.

The National Convention Chairman and RSC shall approve all requests for hanging or affixing banners/signs to the RSC structure. RSC staff must physically hang/remove the banner/sign. The Vendor is responsible for all charges associated with hanging/removing the banner/sign.

10. **FLAMMABLE MATERIALS:** Only nonflammable materials will be used at RSC to comply with Orlando, FL fire regulations. RSC will immediately remove all non-conforming material at the Vendor's expense.

RSC Convention Services Manager shall approve use of engines, motors or any kind of equipment using non-conforming or flammable material.

11. **SPECIAL NOTICES:** No nails or bracing wires used in erecting displays may be attached to any RSC structure. All RSC property destroyed or damaged by a Vendor must be replaced to its original condition by the Vendor or at the Vendor's expense.
12. **VENDOR LOSS AND DAMAGE HOLD HARMLESS AGREEMENT:** It is agreed to and understood that USSVI indemnifies and unconditionally hold RSC and all related entities, and their respective officers, directors, shareholders, partners and/or agents (collectively, the "Indemnified Parties") harmless with respect to any claim, loss, arising out of the event or events contemplated by this Vendor Agreement, incurred or suffered by (1) the Indemnified Parties; (2) USSVI (3) any Vendors; (4) any Exhibitors; (5) any third party; (6) any officer, director, agent, employee, member, guest, invitee and/or independent contractors of any of the foregoing; whether such claim, loss, expense or damage arises out of intentional or negligent acts or omissions of USSVI, its employees, agents, and/or its Vendors or independent contractors.
13. **INSURANCE:** Any insurance on an exhibit and/or the contents of the exhibit is the responsibility of the Vendor.
14. **TERMINATION:** This Agreement shall terminate automatically at 1800, Saturday, September 6, 2025.
15. **RELATIONSHIP OF PARTIES:** It is understood by the parties that the Vendor is an independent contractor with respect to USSVI and is not an employee of the USSVI.
16. **EMPLOYEES:** The provisions of this Vendor Agreement also bind all Vendor employees.
17. **INDEMNIFICATION:** The Vendor agrees to indemnify and hold USSVI harmless from all claims, losses, expenses, fees including attorney fees, costs, and judgments that may be asserted against the USSVI that result from the acts or omissions of the Vendor, any Vendor employees, and the Vendor's agents.
18. **ASSIGNMENT:** The Vendor's obligations under this Vendor Agreement may not be assigned or transferred to any other person, firm, or corporation without the prior written consent of USSVI.
19. **ENTIRE AGREEMENT:** This Vendor Agreement contains the complete agreement between both the parties. There are no other promises or conditions in any other agreement whether written or oral. This Vendor Agreement supersedes any prior written or oral agreements between the parties.

USSVI 2025 National Convention

20. **AMENDMENT:** Any modifications or amendments to this Vendor Agreement must be made in writing and signed by both parties. Retain the original change request with the original Vendor Agreement. Copies of the change request may be made as needed. The Vendor is responsible for any fees/charges associated with the changes. All fee/charges must be paid in full prior to the changes being implemented.
21. **SEVERABILITY:** If any provision of this Vendor Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of the Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.
22. **WAIVER OF CONTRACTUAL RIGHT:** The failure of either party to enforce any provision of this Vendor Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Vendor Agreement.
23. **RIGHTS:** USSVI, at its sole discretion, reserves for itself the following:
 - The right to accept or reject all requests for Vendor facilities/services
 - The right to otherwise permit or limit the solicitation of business
 - The right to permit/limit interviewing attendees during the convention.
24. **APPLICABLE LAW:** The laws of the State of Florida, Orange County and Orlando, Florida shall govern this Vendor Agreement. The Vendor is responsible for obtaining any permits/licenses necessary to operate in the State of Florida.
25. **CONVENTION MAGAZINE AD:** A business card size ad in the USSVI National Convention Magazine is included in the cost of the Basic Setup.
 - Please include your Business Card with the completed Vendor Agreement. Do not staple. Placement of the ad in the magazine is up to the magazine editor. If a business card is not included with the Vendor Agreement Form or received by the magazine deadline, 6/1/2025, Vendor will forfeit the ad. No funds will be returned.
 - To increase the size of the ad beyond business card size, Vendor must submit a Magazine Ad Order form.
26. **VENDOR APPROVAL:** Vendors shall fill out the Vendor Agreement Form on page 5, sign, and date it. Additionally, ensure a business card is supplied for your magazine ad.
 - Once completed, Vendors shall submit the completed Vendor Agreement Form, payment (check/money order), and their business card to:

2025 USSVI National Convention
PO Box 677028
Orlando, FL 32867-9360
27. **USSVI NATIONAL CONVENTION CHAIRMAN APPROVAL:** Upon receipt, the Convention Chairman will review, sign and date the form. Upon which, USSVI will:
 - Retain the original signed Vendor Agreement Form (page 5), including the original and any approved changes
 - Provide the Vendor with a copy of the signed Vendor Agreement Form, including any approved changes and work with the Vendor in the facilitation of the Vendor Agreement

USSVI 2025 National Convention

Vendor Agreement Form

This agreement is made between the United States Submarine Veterans, Inc. and:		
Corporation/Organization:		
Contact Name:		
Mailing Address:		
City:	State:	Zip Code:
E-Mail:		
Phone:	Cell Phone:	

		Quantity	Price	Total
Basic Setup				
Additional Table(s) (ea.)				
Additional Chair(s) (ea.)				
Electricity	5 amp			
	10 amp			
	20 amp			
Total Cost				

I understand and will comply with items 1 through 27 in this Vendor Agreement.		
Authorized Company Representative	Print Name:	
	Signature:	Date:
Business Card Enclosed (Check One) YES NO		
I understand and accept this Vendor Agreement.		
USSVI National Convention Chairman	Print Name:	
	Signature:	Date:

For additional information / questions, contact:

Dan Stark,
(407) 765-0757,
starkdand@gmail.com