



EVENT VENDOR AGREEMENT

This Event Vendor Agreement is entered into on this _____, date _____ by and between **BNi Business EXPO** ("Host") **Central Texas Reward Warriors**, and the undersigned Vendor ("Vendor") for participation in the Business Expo as described below.

Event Details:

- **Event Name:** BNi Business EXPO
- **Date:** Friday, June 20th
- **Time:** 10:00 AM - 5:00 PM
- **Setup Time:** Doors open at 8:00 AM for setup. Setup must be complete by 10:00 AM.
- **Location:** Killeen Civic and Conference Center, 3601 S WS Young Dr, Killeen, TX 76542
- **Admission:** Free to the public
- **Cost to Participate:** \$100 per vendor table. BNi members of any chapter will receive a 50% discount. **After June 1st there will be an additional \$25 added for vendor registration.*
- **Return Item Fee:** There is a \$25 returned or reversed fee for credit card and EFT payments

Vendor Space & Setup:

1. Each Vendor will be assigned a space on a first-come, first-served basis.
2. Each Vendor will receive one (1) 8-foot table.
3. Vendor is responsible for bringing their own tablecloth and any additional items necessary for the setup and design of their space.
4. Vendor must ensure that their area is clean, organized, and does not contain any hazardous materials that could pose a safety risk.
5. At the conclusion of the event, Vendor is responsible for removing all trash and debris from their assigned space.
6. All displays must remain assembled until the closing time of the event.

Vendor Responsibilities:

1. Vendor agrees to conduct business in a professional manner and comply with all event rules and guidelines.
2. Vendor shall not bring or display any materials that are hazardous, illegal, or inappropriate for a public setting.
3. Vendor acknowledges that the Host is not responsible for any lost, stolen, or broken items during the event.
4. Vendor assumes full responsibility for any damages or injuries resulting from their setup, products, or interactions with event attendees.
5. Vendor is responsible for carrying their own insurance for accidental injuries.

Payment Information:

- Payment must be made along with your signed contract to secure a vendor space.
- Payment can be made online at: www.BNICTRW.com or by check or money order.
- No checks will be accepted after Friday, June 6, 2025.

Indemnification & Liability:

1. Vendor agrees to indemnify and hold harmless BNI Business EXPO, its officers, representatives, and affiliates from any claims, damages, or losses arising from Vendor's participation in the event.
2. Event Coordinators/Host are not responsible for any accidents or injuries occurring inside the event building or on the outside premises.

Termination & Cancellation:

1. The Host reserves the right to cancel or remove any Vendor from the event for failure to comply with the terms outlined in this Contract.
2. Once payment for participation in the event has been remitted, there are no refunds.
3. EXCEPTION: In the event of unforeseen circumstances, state of emergency, or an act of God. that would constitute cancelation of the event, in such instances, all money will be refunded.

Acceptance & Agreement: By signing below, the Vendor agrees to the terms and conditions set forth in this Contract.

Vendor Information:

- **Business Name:** _____
- **Contact Name:** _____
- **Phone Number:** _____
- **Email Address:** _____
- **Signature:** _____
- **Date:** _____

Return your application by email to:

designs@houseofdecore.com

For Information: (254) 560-3971



***Thank you for participating in the
BNI Business EXPO Open House Event!***