**Approved/Preferred Vendor Application**

Company Name



Address

City/State/Zip

Phone

Contact Name Title

E-mail Phone

**Company Information**

Organization Type Sole Owner \_\_\_ Corporation\_\_\_\_ Non-profit \_\_

Contact Information Phone Number

Company’s Website

Will you be applying for a: Sales Vendor\_\_\_\_ Demonstrator\_\_\_

Information Booth\_\_\_\_ Food Truck\_\_\_\_ Yard Sale\_\_\_\_\_\_

**Vendors & Food Trucks**

What size space do you require 1table $50 \_\_\_

2 tables $75\_\_\_ 3 tables$100\_\_\_\_\_ Food Truck $75\_\_\_\_\_

You will be in the Civic Center

**Yard Seller’s**

1 table $25\_\_\_\_ 2 tables$40\_\_\_\_\_ 3 tables $50\_\_\_\_\_\_

You will be in Conference Room 1

Cheaper Vendor Spots

1 table $25\_\_\_\_ 2 tables$40\_\_\_\_\_ 3 tables $50 \_\_\_\_\_\_

You will be in Conference Room 2

What will you be selling at Gift for A Cause or Giving Information on

Vendor Agreement

Gift for A Cause

November 23,2024

Vance Granville Civic Center

Henderson, NC

**The Vendor agrees to:**

Set up and maintain their booth during the event hours.

We will provide all Tables and Chairs. You can bring your own chairs if you like. Because of Fire Code we will provide your tables. Which is great for you, less hauling. No Tents as everything is inside. We do have electrical hookups inside if needed. Please let us know ahead of time if this will be needed. Food Trucks has to provide their electrical needs.

Provide their own equipment, displays, and merchandise.

Comply with all local health and safety regulations.

Conduct themselves in a professional and courteous manner.

**The Organization agrees to:**

Provide the Vendor with a designated booth space.

Promote the event through marketing channels.

Collect any required fees or donations from the Vendor.

Coordinate logistics and event details.

**Fees and Donations Fees and Donations**

**The Vendor shall pay a booth fee of $50 1table\_\_\_\_\_\_ $75 2 tables \_\_\_\_ $100 3 tables \_\_\_\_ $65 food truck \_\_\_\_to the Organization.**

**If you like you can donate to Gift for a Cause**

**but it’s not required.**

**Either party may terminate this Agreement with written notice at least 30 Days before the event.**

**The Vendor agrees to indemnify and hold harmless the Organization from any claims, damages, or liabilities arising from their participation in the event.**

**By signing below, both parties acknowledge and agree to the terms outlined in this Vendor Agreement.**

**Vendor Signature Date**