



Vendor Contract

To reserve your booth for this special event, please return complete and signed contract to:

Partnership for Children of Cumberland County
Community Engagement, Little Land
351 Wagoner Drive, Ste 200,
Fayetteville, NC 28303



Business/Organization/Individual Name _____
(as it should appear in promotional material)

Company Name _____
(if different from Vendor Name)

Contact Name _____

Billing Address _____

City _____ State _____ ZIP _____

Phone _____ Email _____

(An email address must be included, as this is how we pass along important information to you. Add events@ccpfc.org to your address book so you don't miss important information.)

Day of Event Information

Contact _____ Mobile _____

Will you be selling products or sampling from your exhibit space? Yes No

If yes, describe _____

What family-friendly activity will you have at your booth? _____

BOOTH SELECTION: Please select one.

<input type="radio"/> Double Booth \$350 10'x20' booth space includes two 8' skirted tables, four chairs, 8' back wall, 3' side walls, electricity, wifi and waste basket	<input type="radio"/> Single Booth \$250 10'x10' booth space includes one 8' skirted table, two chairs, 8' back wall, 3' side walls, electricity, wifi and waste basket
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Payment Method

Payment must be included with contract in order to secure your booth reservation.

- I would like to pay by:
- Check enclosed # _____
 - Credit card over the phone
 - Please call me (date/time) _____
 - I will call with payment (Contact Anna Hall at 910-826-3105)

One business per booth. No multiple businesses at booth.

Event is Saturday, March 7, 2020. Vendor deadline is February 13, 2020.

By signing this contract, I acknowledge I have read and understand the terms and conditions on the next page.

Authorized Signature _____ Date _____

Terms and Conditions

Exhibitor Packets. Exhibitor packets will be available in the Exhibitor Registration Booth during move-in hours. Move-In: Exhibit set up is 6 a.m. - 8 a.m., Saturday, March 7, 2020.

Move-Out. Exhibitor agrees not to disassemble their display until 2 p.m. Saturday. Display must be staffed during all event hours. Exhibits cannot be dismantled during event hours. A penalty of \$200.00 may be enforced if any part of Exhibitor display is disassembled during event hours.

Payment. Payment is due when vendor contract is submitted. Vendor Deadline is 5:00 pm Thursday, February 13, 2020. No exhibitor space may be reserved without a signed contract and payment.

Cancellation Policy. All cancellations are subject to a cancellation fee of 50% of the contracted vendor amount if canceled before 5:00 pm, Friday, February 7, 2020. After this date, no refunds will be given.

Space assignment and description. The contracted space is to be used solely by the Exhibitor whose name appears on the contract. Exhibitor space may not be transferred, assigned, sublet or shared with others without written permission of Partnership for Children of Cumberland County (PFC). Each booth will be piped and draped. Each booth includes one table and two chairs. Exhibitors are not allowed to change location after assignment, unless pre-approved by event manager. Event manager reserves the right to make changes to the floor plan as deemed necessary. Management reserves the right to alter the number of booth spaces, limit the number of exhibitors in each business category, and reserves the right to relocate Exhibitor for the sole purpose of consolidating traffic flow.

General Conditions. All exhibitors must provide a family friendly activity at their exhibit space. Partnership for Children of Cumberland County (PFC) reserves the right to decline or prohibit any exhibit or proposed exhibit which in its opinion is not suitable for the expected audience. The reservation concerns persons, things, conduct, printed matter, souvenirs, catalogs, and all other things which affect the character of the event. Exhibitors have the right to distribute catalogs, souvenirs, and other matter directly related to their business only and from the space assigned to them.

Selling and Dispensing Advertising Materials. Partnership for Children of Cumberland County (PFC) reserves the right to restrict or remove signs, literature, and business cards of businesses or persons not leasing separate exhibit space. An Exhibitor may only display signs, dispense literature, advertising materials, and sell items pertaining to their particular business within their booth space. This applies to, but is not limited to, any advertising containing businesses, which, in the opinion of PFC, could lease separate exhibit space in the event. Items for sale MUST be part of the Exhibitor's regular commerce. NO FOOD SALES ARE ALLOWED. Food and beverage sampling is allowed.

Noise. Musical instruments and audio visuals may be operated under the following regulations: 1) Volume of all above-mentioned equipment must be kept at a minimum. 2) If complaints are registered, Management will ask the exhibitor to reduce the volume. If complaints persist, Management reserves the right to expel any Exhibitor refusing to abide by the aforementioned rules. 3) Exhibitors are not allowed to use loud speakers or amplifiers of any kind or to use video or film equipment in their booths, except by special arrangement with Management.

Exhibit Display. Exhibitors must not extend their displays beyond the space allotted. Exhibitor agrees not to obstruct aisles of access to neighboring booths, nor conduct or operate its exhibit so as to cause interference with, annoyance or endangerment to other exhibitors or visitors. Distribution of printed materials must be confined to the allotted areas. Only exhibitors will be allowed to distribute materials. All exhibitors may equip their exhibition with décor such as, furniture, lamps, potted plants and flowers, provided they are in accordance

with the general decorative scheme and do not obstruct a general view of the event decorations or other exhibitors. All decorations, signs, banners, etc., may not be taped, nailed, or otherwise attached to any painted surface, wall or hanging drape. Any special decorations or signs must be approved by Management regarding the location and method of installation. Exhibitor shall not injure, mar, or deface the center or the grounds outside the facility. Exhibitor shall not drive any nails, hooks, tacks, or screws in any part of the facilities, tables, chairs or drape, nor shall it make any alteration of any kind therein. Any Exhibitor who mars facility property or any other vendor or exhibitor's property, shall pay to Partnership for Children of Cumberland County such sums as shall be necessary to restore the damaged property to original condition if any portion thereof shall be damaged by the act, default, or negligence of Exhibitor.

Security. One person is required to be present at each booth at all times during event hours. Partnership for Children of Cumberland County, venue management, venue owner and any of the other parties who take part in this event are not help responsible for lost, stolen or damaged property.

Electrical (110V). Electricity is included in your booth fee. Exhibitors must supply their own power cords and be of sufficient rating to meet the power demands of their equipment (though a shorter cord may suffice, a 25' heavy duty cord is recommended). 120-volt electrical connections are available at an additional cost but must be included with booth reservation.

Wifi. Wifi is also included in your booth fee. Wifi code will be provided day of event. Wifi is intended to be used for the sole purpose of conducting business. Wifi is not intended for personal use.

Phone lines. Phones and data lines are not provided with the booth space.

Liability. It is specifically agreed that exhibitors shall assume all responsibility for damage to rooms or properties thereof, and will not hold Partnership for Children of Cumberland County (PFC), Venue Management, Venue Owner nor any other contractors who take part in this event responsible for any liability which might ensue from any cause whatsoever. Since every precaution will be taken to protect against the loss of material during the event, neither the PFC nor The Venue can be held responsible for such losses. Any damage to Venue property is the sole responsibility of the exhibitor causing such damage or defacement.

Interruption or Termination. It is understood and agreed that Partnership for Children (PFC) reserves the right to interrupt or terminate the event, when, in the judgment of PFC and/or Venue, such interruption or termination is necessary to protect public order or safety. Exhibitor waives any claim against PFC and Venue for refund, damages, or compensation should the event, and therefore this Agreement, be so interrupted or terminated. In addition, in the space reserved hereunder or any portion of the exhibition area is destroyed or damaged by fire or any other cause, or in the event any casualty renders fulfillment impossible or impractical, then this Agreement shall terminate. Neither PFC nor Venue shall be liable for any refund or damages to Exhibitor. Exhibitor further assumes the risk on any prevention, interruption at the event due to strike, lockouts, labor disputes, acts of God, structural defects in the Venue facility, hostile governmental action, riot, civil commotion, or other causes beyond the reasonable control of PFC shall not be liable to Exhibitor for any refund of damages resulting there from. Default. The failure of Exhibitor to comply with any term or condition of the Agreement shall constitute default. In addition to the specific remedies set forth elsewhere in this Agreement, Exhibitor's default shall entitle Partnership for Children of Cumberland County at its election to immediate termination of this Agreement, to injunctive relief, and/or to recovery of all damages resulting from Exhibitor's default. The remedies set forth in this Agreement are cumulative.

I have read and will abide by these guidelines. Exhibitor Initials _____



Partnership for Children of Cumberland County, Inc. is a 501 (c)(3) non-profit organization. As such, your contributions are tax deductible to the fullest extent of the law. Financial information about PFC and a copy of our license are available from the State Solicitation Licensing Section at 919-807-2214. The license is not an endorsement by the State.

