



VENDOR CONTRACT

Vendor Name: _____ Tax ID _____

OUR LADY OF LOURDES
FILIPINO FESTIVAL
8200 Woodman Road
Henrico, VA 23228
Tel No. +1.804.262.7315

WITNESSETH:

WHEREAS, the Vendor desires to participate by selling MERCHANDISE during the Filipino Festival at Our Lady of Lourdes Church (Lourdes) at 8200 Woodman Road in the County of Henrico, specifically on Friday, August 10, 2018 and Saturday, August 11, 2018;

WHEREAS; the Vendor understands that any religious item offered for sale must be Christian.

WHEREAS, the Vendor understands that the vendor area is a 10'x10' or 12'x12' ground space.

WHEREAS; Lourdes is agreeable to the Vendor selling certain merchandise and/or goods, as described below (short description of items to sell):

WHEREAS; the Vendor agrees to pay in advance a non-refundable Vendor fee as determined by the items selected below. The space is not reserved until a signed contract and check made payable to "Our Lady of Lourdes" is received and accepted. Checks and a completed and signed copy of this contract should be sent to:

OUR LADY OF LOURDES
FILIPINO FESTIVAL
8200 Woodman Road
Henrico, VA 23228



Vendor Name: _____

	<u>Early</u>	<u>Regular</u>	<u>Late</u>
The Vendor must <u>select only one</u> of the following Booths by checking the desired box:			
<input type="checkbox"/> Premium Booth (12'x12'/best locations)	\$175	\$200	\$250
<input type="checkbox"/> Standard Booth (10'x10')	\$100	\$125	\$175

The Vendor may optionally select any of the following Booth upgrades by checking the desired boxes:

<input type="checkbox"/> Tent	\$ 45	\$ 45	\$ 75
<input type="checkbox"/> Electric	\$ 50	\$ 50	\$ 85
<input type="checkbox"/> 2'x6' Table Qty _____	\$15/each	\$15/each	\$20/each
<input type="checkbox"/> Chair Qty _____	\$ 7/each	\$ 7/each	\$10/each

The Vendor may optionally select any of the following Advertising spaces in the Festival Program by checking the desired boxes (Content must be submitted by July 15, 2018):

<input type="checkbox"/> Full-Page Ad	\$150	\$160	N/A
<input type="checkbox"/> Half-Page Ad	\$ 90	\$100	N/A
<input type="checkbox"/> Quarter-Page Ad	\$ 50	\$ 60	N/A
<input type="checkbox"/> Business Card Ad	\$ 30	\$ 35	N/A

WHEREAS; to obtain the Early Fee, the vendors contract and check must be received by our Lady of Lourdes prior to May 15, 2018

WHEREAS; to obtain the Regular Fee, the vendors contract and check must be received by our Lady of Lourdes prior to July 15, 2018

NOW, THEREFORE, in coordination of the promises and mutual agreement and agreements herein combined, the parties hereto agree as follows:

1. Lourdes reserves the right in its sole discretion to decide where the space allotted to the Vendor shall be located, and to change or relocate Vendor space(s)-at any time. All aisles in between tents must be clear of carts, merchandise, boxes, etc.;
2. Vendor supplying their own tent shall use a 10' x 10' CANOPY TENT, of any solid color desired, or displaying the vendors logo;
3. Vendor supplying their own tables and chairs shall not use any space outside of their designated areas;
4. Raffles of any kind will not be allowed;
5. Serving of Food or Drink of any kind will not be allowed;
6. Vendor understands that there will be NO electrical connections allowed or provided unless purchased thru this contract. Open flames, candles or generators will not be permitted;
7. There shall be no smoking in or around the tents;
8. Vendor agrees to provide and be responsible for all specialty displays. Lourdes will provide limited security, but Lourdes assumes NO liability for theft, pilferage, or loss of Vendor's property;
9. Vendor is responsible to procure needed staff to setup and manage booth at OWN expense;



10. Vendor assumes responsibility to accept sales by cash or checks payable to Vendor only. Sales tax of any kind will be the responsibility of the Vendor;
11. Vendor agrees that it is the Vendor's responsibility to set up, maintain and supervise OWN area. Vendor access for setup is between 2-5PM on Friday and 7-8:30AM on Saturday;
12. Vendor agrees to keep OWN tent and display until exactly 10 PM, Saturday, after which time, immediate dismantling shall commence. All Vendor items must be removed by 11:00PM on Saturday;
13. Vendor agrees to pick up any litter from OWN rented space and put in the trash bins or dumpsters;
14. Vendor agrees to indemnify and save Lourdes harmless from and against any and all claims, demands, losses or expenses (including without limitation, reasonable attorney's fees and costs) whatsoever arising out of or in connection with (a) personal injury or damages to personal property caused in whole or in part by the act, omission or negligence of Vendor or of Vendor's agents, employees, contractors or helpers, or (b) this agreement; or (c) acts of God;
15. This contract is non-negotiable. This is the only contract that will be honored for Vendors.

UPON SIGNATURES COMPLETELY AFFIXED BELOW, the parties hereto caused this Agreement to be duly executed as of the month, day and year noted below.

VENDOR shall mail a copy of this 3-Page Agreement, with OWN signature and all the information completed below, together with the appropriate check before August 6, 2018. Agreements sent beyond that date must be hand delivered.

VENDOR shall report on the day of the Festival to the Volunteer Tent at the back of the Church Office, next to the Vendor Entrance and pick up a ratified copy of this contract prior to setting up on Friday, August 10, 2018.

VENDOR Information:

Vendor Company Name: _____

Vendor Individual Contact Name: _____

Address: _____

Office Phone: _____ FAX: _____

Cell Phone: _____ EMAIL: _____

Signature: _____ Date: _____

OUR LADY OF LOURDES
8200 Woodman Road, Henrico, VA 23228

Signature: _____ Date: _____

Rev. James Begley, Pastor