



Benefitting the Programs of the



Dragon Boat Festival Vendor Agreement

This agreement is made between the **Vendor** and **Cancer Support Community** (hereinafter represented by and referred to as the **benefit festival coordinator – BFC.**)

The **BFC** plans to conduct a benefit event called the *Cancer Support Community Dragon Boat Festival*.

Date: Saturday, June 15, 2019

Location: Evergreen Lake

Starting Time: Registration 8:00 a.m. **Approx. Ending Time:** 3:00 p.m.

Vendor Fee: \$25 per each 10x10 space. Vendors may request any number of spaces at \$25 per space. The BFC reserves the right to approve participation and determine the classification for all vendors.

Vendor space must be reserved in advance, and will not be considered reserved until payment is received in full by June 7, 2019.

Make checks payable to: Cancer Support Community (*Returned checks will incur a \$25.00 charge.*)

Mail to: Cancer Support Community 944 Marcon Blvd, Suite 110, Allentown PA 18109

Attn: Dragon Boat Festival

NO REFUNDS ARE PERMITTED.

VENDOR GUIDELINES:

1. Vendor must provide all items and materials required to make the vendor space suitable for vendor purposes. No electric or water hookup is available. Vendors needing water and supplies must provide their own. Vendors must bring their own tables, chairs and tents, which are not provided by the BFC.
2. Set up time is 7:00 a.m. to 8:00 a.m. on the day of event.
3. All reserved spaces must be occupied by 8:00 a.m. All vehicles and trailers must be removed from the vendor areas by 8:00 a.m.
4. Vendors arriving after 8:00 a.m. will be required to park in the designated parking area then hand-carry or cart their merchandise and support materials to their assigned spaces. No equipment or volunteers will be available to assist vendors.
5. No vendor may offer, market, distribute or sell merchandise, devices, collectibles, souvenirs or services using the words: “Cancer Support Community” without the written permission of the BFC. Violators will forfeit their vendor spaces and fees, and be directed to vacate event immediately.
6. No vendor may offer, market, distribute or sell merchandise, devices, collectibles, souvenirs or services which displays or promotes offensive or inappropriate words or pictures. Violators will forfeit their vendor spaces and fees, and be directed to vacate event immediately.

7. No vendor may offer, market, distribute or sell any food or beverages unless approved by BFC in advance.
8. Each vendor must have their own space. Sharing space with more than one vendor or organization is not permitted. All vendors must occupy and stay within their own space.
9. Vendors must vacate and all equipment and supplies taken down and removed by 5:00 p.m.
10. Vendors must clean up their own space at the end of the event, and dispose of their own trash from their space. Trash receptacles are available at the event site.
11. Vendors agree to donate a raffle prize to the event. Items can be gift cards or products.

Event Participation Waiver: I wish to participate as a vendor at the *CSC-GLV Dragon Boat Festival*, a one-day, competitive Dragon Boat Festival to raise funds to benefit the Cancer Support Community of the Greater Lehigh Valley. I agree to accept all responsibility for any personal bodily injury, loss, theft, liability or damage to myself and my property arising from or otherwise incident to my participation in the event or events associated with the day. I hereby release and forever hold harmless for myself, heirs, executors and administrators from all claims, damages, rights of action present or future, whether the same be known, anticipated or unanticipated, arising from or incident to my participation in and at the festival and/or in the ride and in cities and towns along the route, any and all coordinators, sponsors, volunteers, employees, trustees, directors, agents, their respective contractors, and any venue associations.

By signing this agreement, the Vendor hereby requests to reserve vendor space, and agrees to all requirements; and has read, understands and agrees to the event participation waiver.

How many 12' spaces would you like to reserve?

(check payable to Cancer Support Community must accompany reservation)

Print Vendor Name (company or business)

Print Vendor Representative (personal name)

Address

Signature of Representative

City, State, ZIP

Date

Daytime Phone

Cell phone for day of event

Business Sales Tax ID #

E-mail

All above information must be completed.

Vendors will receive confirmation via letter or email.

Vendors will be greeted and directed to their space upon arrival the day of the event.

KEEP A COPY OF THIS AGREEMENT FOR YOUR RECORDS.

**Questions? Contact Jen Gibbs, Marketing and Development Manager, 610-861-7555
or email to jgibbs@cancersupportglv.org**