

SOUTH WEST FLORIDA HORSE RESCUE, INC.

VENDOR CONTRACT

Event Name: **4th Annual Benefit**

Date & Time: **Sunday, April 15th from 9am - 5pm**

Location: **SWFHR**

14811 State Road 31, Punta Gorda, FL 33982

**Booth Name: _____

**Booth Description (Describe what business offers.)

Vendor Point of Contact Name: _____

Phone (Business) _____ (Cell) _____

Email _____

YOUR AVAILABILITY: *Identify the days and times you will attend.*

EXAMPLE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
					12pm - 4pm	9am - 5pm



FEE INFO: Vendor fee is **\$25 / day** for a 10' x 10' space AND a donation of a gift basket to offer in our Raffle at the event. Vendor rate may increase should your booth space exceed the normal allotted space size.

PAYMENT INFO: PayPal to info@swfhr.org (for credit & PayPal transfers) or send check to SWFHR 14811 State Road 31, Punta Gorda, FL 33982.

(Payment must be received by the day prior to the event)

NOTES: Make note of special requests or needs:

Vendor Signature _____ **Date** _____

Your signature indicates that you have read and agree to the terms & conditions as stated on all pages of this contract.

Revised 2018-03-21

VENDOR TERMS AND CONDITIONS

- Check payable to; SWFHR and can be mailed to 14811 State Road, Punta Gorda, FL 33982
- Questions? Contact Tina Garrett, 239-440-9891
- Each vendor – must supply their own tables & chairs
- Acceptance of this agreement, the Vendor expressly releases SOUTH WEST FLORIDA HORSE RESCUE, INC. and its agents from all liability for damage, injury, or loss to any person or goods which may arise from the use of vendor space. Signature acknowledges acceptance of terms.
- All vendors will share in the marketing of the event. We will provide a flyer you can email, as well please invite your local friends and customers list to attend the event. Please also see our event on Facebook and "invite" people to attend.
- Set up times/breakdown times: Arrive at least 1hr before the event to setup and breakdown no earlier than 1hr before the event ends, unless expressed prior to the event. Further details may be emailed as the event gets closer.
- No sublet or split booth space shall be permitted without prior written agreement with SWFHR. Only one table per company name. No space is held without payment & completed form.
- All vendors and assistants will adhere to the General Facility Rules of South West Florida Horse Rescue, Inc. that are posted at the main entrance of the facility as well as will be handed to each vendor upon arrival.
- Pathways and Exits shall be kept clean, clear, and free of obstacles. Vendor space shall be fixed in position for the duration of the event.
- Distribution of samples and literature is strictly limited to the confines of the Vendor's booth.
- Voice and/or music amplification must be kept to a sufficiently low volume so as not to disturb other vendors or attendees.
- No "Glitter" is permitted. Do not nail, screw, staple, pin, tack, tape, etc., any materials directly to the host location. Leave area clean upon move-out.
- No smoking permitted at vendor booths. Vendors & assistants must smoke in the designated smoking areas.
- No animals or pets are permitted, unless service animals.
- SWFHR is not responsible for replacement of lost or stolen goods. Vendors are responsible for obtaining their own coverage of their belongings.
- In the event, any outside cause, such as war, fire, weather, any Act of God, etc. prevents the Event, SWFHR reserves the right to retain Vendor donations for expense compensation, and will advise on reschedule if possible.

Your signature indicates that you have read and agree to the terms & conditions as stated on all pages of this contract.

Revised 2018-03-21