

Annual Craft & Vendor Event



DATE

Saturday, November 16, 2019

SCHEDULE

Registration Opens/Set-Up: 8:00am
Doors Open/Even Begins: 10:00am
Event Ends: 3:00pm

LOCATION

Charles J. Colgan Sr. High School
13833 Dumfries Rd.
Manassas, VA 20112

AGREEMENT

The following agreement is made by and between ("Vendor") and Charles J. Colgan, Sr High School ("Colgan") and governs the parties' responsibilities for the Colgan Athletic Boosters 2019 "Holiday Craft/Vendor Event" ("Event") to be held on November 16, 2019 at Charles J. Colgan Sr. High School in Manassas, Virginia.

RESPONSIBILITIES OF THE PARTIES

The Vendor agrees to:

1. Pay Colgan Athletic Boosters \$75 per 10x10 booth space upon submittal of this Agreement. Requests for more than one booth will be considered on a space-available basis.
2. Provide items for sale at the Event for purchase on site and/or by order.
3. Assemble its display on location at the Event between 8:00am and 10:00am on November 16, 2019.
4. Obtain required fire, theft, casualty and other insurance required to insure fully against loss or damage to merchandise and fixtures. Colgan will not be responsible for any losses to merchandise from any source.
5. Pay all sales taxes required by law.
6. A 6-foot table per space is available for an additional \$10
7. Be equipped to process its own credit card sales, either through paper transactions or wireless internet. (Access to electrical outlets will be very limited.)

The Colgan Athletic Boosters agree to:

1. Provide access to the site beginning at 8:00am on November 16, 2019 for Vendor set-up.
2. Provide a 10x10 (or 8') booth space per Vendor on November 16, 2019 from 10:00am - 3:00pm (once agreement and payment are received).
3. Upon request by Vendor and for an additional \$10 fee, provide one (1) 6-foot table. NOTE: Tables are available on a first-come first-served basis.
4. Provide additional booths and/or tables as ordered and prepaid by the Vendor, on a space-available basis.
5. Provide wireless internet access for credit-card transactions. NOTE: No phone lines will be available, and access to electrical outlets will be very limited.
6. Advertise Vendor's participation in promotional materials for the Event, to include the Colgan Athletic Booster's Facebook and Twitter pages, Website (www.colganathleticboosters.com), communications to Colgan's families and public advertising materials.
7. Provide student-volunteers to assist with loading and unloading Vendor product, if needed.

THE LEGAL STUFF!

Liability: Vendor shall indemnify, save and hold harmless Colgan from any and all liability, damages (including personal injury and property damage), claims or expenses which in any manner arise from or related to Vendor's performance or failure to perform under this Agreement.

Acceptance: To ensure variety of product type, quality and pricing, acceptance of this Agreement by Colgan is contingent on review by Colgan's Event Committee. If the Agreement is not accepted for any reason, the reservation payment will be returned to Vendor in full.

Termination: If for any reason the Event is cancelled by Colgan High School, Colgan Athletic Boosters or the Prince William County Fire Marshall, this Agreement may be terminated upon written or oral notice to the Vendor without further liability to Colgan High School or the Colgan Athletic Boosters. In the event of termination, prepaid fees will be returned in full within 7 days. However, if terminated by the Vendor, the Vendor relinquishes deposit in full and no refund will be provided.

REGISTRATION/VENDOR AGREEMENT

PLEASE SELECT YOUR STATUS (select all that apply):

- I am a MEMBER of the Colgan Athletic Boosters
 My child (children) attend Colgan High School
 Other

COMPANY/CONTACT INFORMATION

Company/Business[%] Name:

Business Website Address (e.g.,www.google.com):

Business Mailing Address:

Street: _____

City, State, Zip: _____

Authorized Representative Name:

First: _____ Last: _____

Email: _____

DAY OF EVENT INFORMATION

Day of event contact name:

Day of event cell phone number:

MISCELLANEOUS INFORMATION

Electricity Needed*?:

- Yes
 No

Any additional notes/comments/requests[§]?:

[%]Logo File (optional) (png or jpg) for advertising purposes should be emailed to

*Please note that the availability of electricity cannot be guaranteed and may be based on availability. The availability of electricity cannot be guaranteed and may be based on availability.

[§]Requests cannot be guaranteed.

Options	Rental Fee	Quantity	Total (\$)
<input type="checkbox"/> Exhibit Hall (Gym) Space (10' x 10')	\$75.00 (thru August 31) \$100 (September 1)		
<input type="checkbox"/> Commons or Hallway Exhibit Space (8')	\$50.00		
<input type="checkbox"/> Rent a Table(s) (6')	\$10.00		
TOTAL			

^By signing your name, you certify that you have read and agree to the terms above and that the information provided is true and accurate.

Signature^: _____ **Date:** _____

Please submit this signed form along with your check made payable to: Colgan Athletic Boosters, Inc. and send to:

Colgan Athletic Boosters, Inc.
Attn: Nadia Marceda
13833 Dumfries Rd
Manassas, VA 20112

REMINDER: Spaces cannot be held without your payment. Once this Agreement is reviewed and accepted by the Event Committee, a confirmation email will be sent to Vendor.

ADMIN

Date Received: _____

Received By: _____

Check Number: _____

Approved? _____