



# EDUCATIONAL AND CHARITABLE FOUNDATION

## EDUCATIONAL AND CHARITABLE FOUNDATION (“ECF”)

### EXHIBITOR/VENDOR AGREEMENT

1. The company whose name appears on this form, hereinafter referred to as the “vendor,” is authorized to conduct a demonstration and/or product display of material described, and subject to, the terms of this agreement. The demonstration consists of product displays in the assigned area at the **Waterford at Springfield, located at 6715 Commerce Street, Springfield, Virginia 22150 from 10:30 A.M. to 3:15 P.M.**
2. Set up may begin promptly at 8:30 A.M. on Saturday, April 06, 2019. Vendor hours will be from 10:30 a.m. until 2:30 p.m. We are requesting that you be completely set up by 10:15 a.m. and be dismantled by 3:15 p.m. Please help us honor the venue policies.
3. Vendors agree to abide by the installation and dismantling times set. Exhibition fees cover only those items described in the paragraph of the Exhibitor Application. Any other furnishings and equipment must be contracted at the expense of the exhibitor.
4. No vendor/exhibitor shall assign, sublet, or share the whole or any part of the space contracted. Exhibitors agree to limit services and/or materials displayed in their exhibit area to those purveyed by the vendor, with the exception that other proprietary equipment may be used solely for the purpose of demonstrating the materials or services of the vendor/exhibitor. **(Only one vendor will be permitted in each exhibit space).**
5. ECF will not be responsible for any loss, injury or damage including fire or theft, which may occur to a vendor or the vendor’s employees, or property arising from any cause whatsoever, prior, during or subsequent to this vendor period. The vendor assumes the entire responsibility and liability for losses, damage and claims brought on the premises of the venue and shall indemnify and hold harmless the venue, agents, servants, and employees for any and all such losses, damages and claims. By completing the application and signing this agreement, it is expressly understood that the vendor releases ECF from any responsibility and agrees to indemnify against any and all related parties for losses, injury and damages.
6. Each vendor may be requested to donate one (1) gift of merchandise (or gift certificate) valued at \$25.00 to be used as a door prize. If donations are requested, the merchandise must be available and wrapped at registration on Saturday, April 06, 2019.
7. If ECF should be prevented from holding, for any reason beyond its control (such as, but not limited to, damage to the building, riots, strikes, or acts of God), or if a vendor cannot occupy the assigned exhibit space due to reasons beyond ECF’s control, then ECF has the right to cancel the exhibition or any part thereof with no further liability to the vendor other than a refund of exhibit/vendor fee.
8. Other than for reason annotated in clause 7, **all fees are non-refundable.**



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## VENDOR INFORMATION

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Company Name

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Type or Print Name and Title

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Signature

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Contact Number