

# **“Wake Up Winston!” Community Awareness Block Party Vendor Agreement**

## **Description of Event**

- Wake Up Winston! Community Awareness Block Party
- Winston-Salem, North Carolina
- Saturday April 28, 2018 from 4pm-8pm
- The Mutual Building, 1225 East 5th Street, Winston-Salem, North Carolina 27101

This agreement is made by and between Eliza’s Helping Hands, Inc. (hereinafter “EHH”), a North Carolina 501(C)(3) nonprofit organization and \_\_\_\_\_ (hereinafter “Vendor”), dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

## **Eliza’s Helping Hands, Inc. and “The Cool Program” is providing the following to the Vendor:**

- 10' x 10' space to set up a booth and/or exhibit at the **25.00** nonprofit rate.
  - 10' x 10' space to set up a booth and/or exhibit at the standard **S75.00** for-profit rate or
  - A larger-sized space of \_\_\_\_\_' x \_\_\_\_\_' to set up a food truck, hotdog stand, or for other specified purposes: \_\_\_\_\_.
1. The Vendor must provide set-up materials such as tents, tables, products and/or promotional materials.
  2. All vendor location requests will be considered on a first come - first serve basis and
  3. honored whenever possible.
  4. Set-up will be available beginning at 3:00pm, and no later than 4:00Pm on Saturday, 28<sup>th</sup> day of April, 2018, and will finish at approximately 8:00pm.
  5. Booth space with electricity may be limited and available on a first come - first served basis.
  6. The cost of the exhibit space is, payable in monetary, service, or product, or a combination thereof. Service or product donations must be approved by the Executive Director, Kenya Thornton, and contribute significant value to clients served by Eliza’s Helping Hands, “The Cool Program” and/or the surrounding community.
  7. To prevent accident or injury, any vendor wishing to leave early MUST notify an event official.
  8. The vendor is responsible for leaving the vendor area in the condition that it was originally received, i.e. removal of all debris such as boxes and trash.
  9. Vendors will have from 7-8 p.m. to pack-up. All vendors must be off conference center ground by 8:00pm.
  10. All vendor fees are non-refundable.
  11. Please fill out vendor registration completely. Vendor Registration Forms must be returned by March 30th, 2018.

Please check the category of your product and/or services.

Art/Craft     Game/Activity     Business     Other

**The Vendor is donating the following:**

A product scheduled for delivery at \_\_\_\_\_ on: \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

The Vendor is donating a services to  community participants  clients served by EHH or “The Cool Program” described as \_\_\_\_\_ on: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_.

**Waiver:** Eliza'a Helping Hands, Inc. and “The Cool Program” reserves the right to refuse any vendor application, should this occur the fee will be refunded. The Vendor shall defend, save and hold harmless The Mutual Building, Eliza'a Helping Hands, Inc., “The Cool Program”, their respective officers, agents, board members, staff, volunteers, sponsors and assigns from any claims, damages, losses, liability or expense which may arise, and shall not be held responsible for any loss or damage due to fire, accident, theft, weather, acts of God, vandalism or any other loss or injury whatsoever or not specifically described herein, whether past, present or future. Spaces are not insured by The Mutual Building, Wake Up Winston! Community Awareness Block Party, or any sponsoring agents. Exhibitors must make provisions for safeguarding their goods. Exhibitor must have replacement cost insurance for all personal property.

Please sign to acknowledge that you have read all of the information, rules and regulations and agree to be bound by this contract.

**ELIZA’S HELPING HANDS, INC.**

**VENDOR:** \_\_\_\_\_

Representative: \_\_\_\_\_

Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

**RETURN TO:**

Eliza’s Helping Hands, Inc. | 1225 E. Fifth Street, Suite 100 | Winston-Salem, NC 27101  
Ph: (336) 986-2720 | Fx: (336) 283-0777