

Date Received _____

Check # _____



2017 ELEGANT ELF MARKETPLACE VENDOR CONTRACT AGREEMENT

This 2017 Elegant Elf Marketplace Vendor Contract Agreement (“Agreement”) is between The Sandy Springs Society (“Event Management”) and Vendor as named below:

Vendor Name: _____ Vendor Company: _____

1. Vendor agrees to abide by all rules and regulations as outlined in the agreement and any other rules and regulations the Event Management might deem necessary and proper for production and conducting of The Elegant Elf Marketplace (“Event”), and upon notice to Vendor, all said rules and regulations shall become part of this Agreement and binding on the parties hereto.
2. Only items listed on Vendor’s 2017 Elegant Elf Marketplace Vendor Application can be sold at the event. Vendor must be present at Vendor’s booth throughout the Event.
3. Event Management has control over the quality of items accepted for sale and reserves the right to limit sales of similar type.
4. No exhibit, sales presentation or use of Vendor’s booth by Vendor will be permitted that interferes with the use or appearance of other vendors, impedes access to other vendors’ booths, or impedes the free use of aisles at Event.
5. Vendor and its representatives must confine within Vendor’s booth all activities relating to Vendor’s sales presentation. Any promotion must be limited to Vendor’s booth without express permission otherwise from Event Management.
6. It is the sole responsibility of Vendor to comply with all copyright restrictions relating to any materials used in Vendor’s booth.
7. It is the sole responsibility of Vendor to collect the appropriate sales tax on all sales.
8. Once the Event has officially opened, Vendor may not deliver to or remove of any portion of Vendor’s booth or exhibit without express permission of Event Management.
9. Move-in times and load-in door will be assigned by Event Management. Vendor agrees to comply with said schedule.
10. Event Management cannot guarantee but will make reasonable efforts to accommodate all requests from Vendor.
11. Vendor’s booth and exhibit must be ready by 8:30 a.m. on Saturday. Vendor’s booth must be open from 9 a.m. to 5 p.m. Saturday and from 10 a.m. to 5 p.m. Sunday. Vendor’s booth and exhibit must remain intact and fully staffed until the Event closes at 5 p.m. Sunday. Booth dismantle and load-out will begin at 5:01 p.m. Sunday and should be complete on or before 7:01 PM Sunday.
12. All trash, papers, boxes must be placed in a dumpster or carried away by Vendor.
13. Event Management shall allocate and assign specific space or booth to Vendor, in its sole discretion.
14. Event Management will furnish Vendors with admission credentials or badges for Vendor and one helper. One additional set of credentials may be requested. Badges must be worn at all times. Only Vendors and personnel with proper credentials will

