

Scott Spouses’ Club (SSC)

PO BOX 25037 Scott AFB, IL 62225

**2017-2018 VENDOR AGREEMENT**

Function Dates are posted at www.scottspouseclub.com

Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Website Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is the vendor a member of the Scott Spouses’ Club (SSC)? \_\_\_\_\_Yes \_\_\_\_\_No

Is the vendor partaking the social function event as a guest? \_\_\_\_\_ Yes \_\_\_\_\_\_ No
*If Yes, the social function fee will be paid separately from the vendor table fee via the Reservations Chair; please RSVP using the evite invitation you receive.*

Electricity Required? \_\_\_\_ Yes \_\_\_\_\_ No

**Vendor agrees:**

1. Vendor agrees to pay $35 per table. This is non-refundable and will be paid no later than one week prior to the event.
2. SSC will provide one table & one chair for the event. *(Please bring your own linens.)*
3. SSC may provide access to electricity (when available); however, Vendor is responsible for any and all cords, GFCI surge protectors, etc.
4. To set up one hour prior and have set up completed at least 15 minutes prior to event start time.
5. To remove the display no later than 30 minutes after the event closes.
6. They may display, sell, take special orders, etc. for items.
7. They shall be solely responsible for collection/payment of any taxes or fees connected with the sale(s) at this event.
8. SSC cannot be held responsible for lost or stolen items.

The Scott Spouses’ Club is allowed to accept donations to our organization. Any donation is appreciated; however, we have established a donation tier of:

**Bronze – item(s) valued at $20 or more**

**Silver – item(s) valued at $50 or more**

**Gold – item(s) valued at $100 or more**

 *\*Bronze donations: Verbal acknowledgement at the event*

 *\*Silver donations: Bronze Package + acknowledgement on the event flyer*

*\*Gold donations: Silver Package + acknowledgement on SSC social media & website*

**All checks payable to: Scott Spouses’ Club**

VENDOR SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SSC VENDOR CHAIR USE ONLY

|  |  |  |
| --- | --- | --- |
| Date Rcvd/Paid/Type | Electricity | Donation |
|  |  |  |
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