

# COLUMBIA POMERANIAN CLUB, INC.

## Vendor Application & Contract

The undersigned business (OR Individual), herein called LESSEE, does hereby make application to participate as a vendor at the Columbia Pomeranian Club, Inc Specialty being held in Vancouver, WA at the Red Lion Inn on the Quay on October 26, 27 & 28<sup>th</sup>, 2011.

Vendor space rental is for all three days; no one day rental space is available. It is further understood that specific booth space(s) will be available based on First Come, First Served basis.

- Space Dimensions –Each booth space is one 6 ft table length in size and depth of approximately 5 ft. Refer to diagram for space reference.
- Rates – The rental rate is \$25.00 per day, plus a donation to the raffle.
- In consideration of the acceptance of this reservation, LESSEE hereby agrees to the following conditions;
- Deadline – Contracts must be received, with payment in full, **no later** than October 1, 2011. Checks should be made payable to 'Columbia Pomeranian Club and mailed to Christy Murphy, 54582 Nehalem Hwy S, Vernonia, OR 97064

Hotel regulations require the following:

1. No decorating items shall be affixed to the carpet, wall coverings, or drapes with any of the following items: push pins, thumb tacks, staples, nails, safety pins, duct tape, glue, wall putty, etc. The only approved items to affix decorations are painters tape, masking tape, and zip ties.
2. The hotel provides a banner hanging service and the cost is \$25.00 per banner. If you decide to affix your own banners/signage, it must be in an approved location and with approved materials only.

Other regulations:

1. Language on banner is restricted to the business of the vendor.
2. Popups with covers are not allowed, popup frames are ok, as long as they fit within the allotted space.
3. Size of banner is limited to your allotted space.
4. Post event cleanup is the responsibility of the LESSEE.

Potential vendors are strongly encouraged to submit application and payment well in advance of the deadline. Applications received after the deadline, require payment by cashier's check or money order.

- Refunds—Fees will be refunded only (1) in the event a LESSEE Application is rejected or (2) in the event a LESSEE notifies the Columbia Pomeranian Club, Inc (Christy Murphy) in writing before August 1, 2011 that they are unable to attend. After August 1, 2011, fees may be refunded only if a replacement vendor can be found.
- Aisle Ways—LESSEE must stay within contracted frontage. There will be no allowance for aisle ways between booth spaces.
- Loudspeakers- No loudspeaker systems may be used by any LESSEE.

Indemnification—Columbia Pomeranian Club, Inc assumes no liability for bodily injury or property damage incurred by LESSEE, Its employees, or agents while on the Red lion Inn grounds. LESSEE shall defend, indemnify, and hold harmless the Columbia Pomeranian Club, Inc. and their designated agents, employees, and/or contractors, from and against any and all claims, losses, damages, injuries, penalties, governmental charges, or fines in any amount arising out of or caused by Lessee’s use of the premises, the conduct of Lessee’s business, or from any activity or work done, permitted, or suffered by vendor in or around the premise, including but not limited to, the installation, operation, maintenance, or removal of concessions and/or merchandise.

Set-up---The show grounds will be open for set-up on Tuesday, October 25th, 2011 from 6:30pm until 11:00pm. All set up must be completed no later than 8:00am, Wednesday, October 19<sup>th</sup> at 8am.

Clean-up – Tear down and cleanup cannot begin until after BOB on Friday until 11pm Friday. LESSEE is responsible for cleaning and maintaining their assigned booth space for the duration of the Show, and for cleaning and clearing their area at the conclusion of the event.

Scope of Merchandise---Merchandise offered for sale or promotion by Vendor is restricted to the following (please print)

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The Columbia Pomeranian Club, Inc reserves the right to reject any application, and to demand the release of any rented booth space at any time before or during these Shows for failure to meet any of the requirements contained herein, for violating any applicable State, City and/or County laws(s) and/or regulations, and/or for display conduct that is dangerous, destructive, or in any way prejudicial to the welfare of the sport of purebred dogs.

This is a binding contract when accepted by the Columbia Pomeranian Club, Inc. (acceptance is reflected by deposit of check for booth space.) Confirmation will be mailed or emailed upon receipt of payment and completed contract. Contracts received without payment will be deemed incomplete and will not be processed.

LESSEE Signature \_\_\_\_\_

Date \_\_\_\_\_

LESSEE Business Name \_\_\_\_\_

LESSEE Insurance Company is \_\_\_\_\_

A certificate of Insurance is required.

Contracts must be received, with payment in full, no later than October 1, 2011. Applications received after the filing deadline, require payment by cashier’s check or money order. Make checks payable to Columbia Pomeranian Club and mail to Christy Murphy, 54582 Nehalem Hwy S, Vernonia, OR 97064

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Booths will be assigned on First Come, First Served basis. Booth Space: 6 ft table length.  
Rates: \$75.00 total for three days (\$25.00 per day).

Lessee Name (please print) \_\_\_\_\_

Address, City, State \_\_\_\_\_

Business Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email address \_\_\_\_\_

