



P.O. Box 2929 * Sanford, NC. 27331

Carly Philp – President

Andrew Schlaf – 1st Vice President ◆ Suzie Brooks – 2nd Vice President

Vendor Form

Vendor Information:

Company Name: _____

Company Owner: _____

Owner Cell Phone Number: _____

Owner Email Address: _____

Number of Individuals Manning the Table: _____

Supplies Needed (please note specific number):

Tables: _____

Chairs: _____

Electrical Outlets: _____

(you will need to provide your own power cords/strips)

Fee: \$500

Payment:

Vendors have three payment options (select one)

Cash on the day of the event provided directly to an AIA Board Officer or Nancy Ro

Business check made payable to AIA prior to the event

Online credit card payment upon receipt of invoice

If providing payment in cash on the day of the event, please submit this completed form to Nancy Ro via email (nancy.ro@atlanticindoor.org) or mail no later than the Monday prior to the event date along with a copy of your liability insurance. If paying online via credit card, please note a convenience fee of \$5 will be added to your payment.

Print Name of Requestor

Signature of Requestor

Date

By signing above and returning the completed vendor registration form with the appropriate fee, the vendor accepts and agrees to abide by the terms of the rules and regulations stated on page two of this packet. Send/email this completed form with payment to AIA unless otherwise noted above on this form. Address is above and email is nancy.ro@atlanticindoor.org.

Rules and Regulations

Fee Structure: Flat rate per day is \$500

Refunds/Cancellations:

- Vendor fee must be submitted in full with the completed vendor form by the dates indicated on the vendor form.
- All request for refunds and/or cancellations must be received in writing no later than March 20, 2020 and will receive half of the vendor fee in return.
- In the event of a cancellation on AIA's part for any reason, AIA's liability to the vendor shall not exceed the amount of the fee already paid by the vendor. If the vendor opted to pay via cash on the day of the event and the event is cancelled, no refund will be issued.

Vendor Space/Table and Equipment

- Vendor may only use the space designated as its own.
- Vendor may request tables, chairs and a location near electrical outlets as needed.
- All displays, demonstrations, sales activities, etc., must be contained within the reserved vendor space and may not impede traffic through the hallways.
- The vendor's space may not be sublet or transferred to another vendor.

Objectionable Materials and Activities:

- Vendor agrees to conform to all applicable fire rules and regulations of the Hampton Coliseum. All decorations must be fire retardant, no open flames, tanks, or containers of combustible materials may be used.
- No alcoholic beverages, smoking or selling of food items.
- AIA reserves the right to prohibit a vendor on the day of the event if the vendor stand detracts from the general character of the event, and will not be liable for a refund of the vendor fee.

Liability:

- The vendor accepts full responsibility for its actions and conduct, as well as the actions and conduct of any individual working on their behalf.
- The vendor assume the entire responsibility and liability for losses, damages, and claims arising out of injury or damage to the vendor's display, equipment, and other property brought upon the premises of the Hampton Coliseum, and shall indemnify and hold harmless AIA and any authorized representative of AIA from any and all damages, losses, and claims.
- Proof of Insurance must be submitted with your request for vendor space.

Security:

- AIA will not provide security for the protection of the vendor's space, nor for the safety of the vendor and/or vendor representatives.
- The vendor shall take all steps, measures, and precautions as may be necessary to protect itself, its representatives, its booth, and property against all possible injury, loss, damage, and destruction during the setup, exhibition hours, and tear down.
- The vendor shall take all steps, measure, and precautions as may be necessary to protect the Hampton Coliseum and the event participants from possible damage to the venue or injury of the contest participants and spectators.

General:

- The vendor shall show respect for all individuals in attendance of this event.
- AIA is not responsible for any lost or stolen merchandise or funds, nor is AIA responsible for any injuries caused in or around the vendor's booth.