



Fort Bluff Camp Christmas Fundraiser Vendor Agreement

This agreement is by and between Fort Bluff Camp and _____ for partnering in the Fort Bluff Camp Christmas Fundraiser on December 11, 2021. The event will be held from 3:00 pm – 9:00 pm. All vendors are subject to approval by Fort Bluff Camp prior to the event.

Vendor/Applicant Name: _____

Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email Address: _____

Vendor Will:

- Pay a one-time fee of \$25.00 for the right to be one of the exclusive vendors at the Fort Bluff Camp Christmas Fundraiser (cash, check, or any major credit card). This price will include a 6' x 8' booth under a covered porch or (1) 10' x 10' space in the Gymnasium.

OR

- Pay a one-time fee of \$50.00 for the right to be one of the exclusive vendors at the Fort Bluff Camp Christmas Fundraiser (cash, check, or any major credit card). This price will include a (2) 10' x 10' uncovered booth located outdoors or a 16' x 8' booth under a covered porch. The gymnasium will also be made available for the (2) 10' x 10' size booths.
- Agree to indemnify fully and hold harmless Fort Bluff Camp, its officers, employees and agents against all damage claims, liabilities, and causes of action of every kind and nature.
- Provide all materials (tables, chairs, shade, cash bag/register, card reader if desired) needed to sell goods at the Christmas Festival in an outdoor space during the event
- Keep track of collecting and reporting all Tennessee sales tax if applicable
- Be responsible for keeping booth area attractive before, during, and after the Christmas Festival
- 110-volt outlets will be available on a first come/first serve basis and are limited
- All vendors should supply their own extension cords and should be able to reach up to 100'
- Generators are allowed if they are needed and will be provided by vendors
- All vendors must bring their driver's license as proof of identification

Check-In, Set-Up, and Clean-Up:

- All vendors must check in at the check-in area prior to beginning set-up
- Vendors should attempt to limit themselves to 1 vehicle and park in the designated staff/vendor parking area once set-up is complete
- Exhibit/Booth should be open and staffed for the duration of the event
- Clean up all materials, cords, and garbage prior to leaving the property



Additional Guidelines:

- Please keep in mind that Fort Bluff Camp is a Non-profit 501(c)(3) organization with a Christian mission and value system and would ask that everyone exhibit appropriate behavior and sell appropriate products/services
- Fort Bluff Camp will not be held responsible for any loss of product, profits, or stolen items while the vendor is on property
- Vendors and their staff shall use every measure to protect Fort Bluff Camp from any damages. Vendor will be responsible for any damage caused by him or her to buildings or grounds.

Please list some of the items that will be sold at the Fort Bluff Christmas Fundraiser. We want to ensure that the items fit within our mission and vision prior to approving the sale. Also, we want to be able to properly advertise what vendors will be selling so that our guests will be excited about them.

Cancellations:

The Christmas Fundraiser will be held, rain or shine. If a vendor chooses not to participate in the event, the vendor fee of \$25 or \$50.00 is refundable, minus a \$10.00 processing fee, provided a written cancellation request is emailed to Fort Bluff Camp by December 5, 2021.

The vendor certifies that the information provided on the vendor agreement is a correct depiction of the services and products to be provided by the vendor at the event. The vendor understands that failure to follow the vendor agreement terms as described and stipulated herein will result in ineligibility for this and future events. The vendor further agrees to abide by all terms of the vendor agreement for this event and to hold harmless and indemnify Fort Bluff Camp against any claims arising by virtue of their occupancy of vendor space and participation in this event. Fort Bluff Camp reserves the right to approve or disapprove any vendor based on its mission statement. Form can be emailed to registration@fbc-naca.org or filled out on our website. Payment can be made on Fortbluff.com under "Additional Payments" by selecting the "Christmas Vendor Fee".

Vendor Signature: _____ Date: _____

Printed Vendor Name: _____

Vendor Business Name: _____

Vendor Booth Size: _____

Fort Bluff Camp Use Only

Vendor Approved: _____ Date of Approval: _____