

THE LABRADOR RETRIEVER CLUB OF THE POTOMAC, INC.

VENDOR AGREEMENT – APRIL 11 – 14, 2017

Vendor (Business Name): _____

Contact Name: _____

Address: _____

Phone: _____

Cell: _____

FAX: _____

Email: _____

Rental tables required - \$10 ea: _____ **Rental chairs required - \$5 ea:** _____

Group: _____

PERIOD OF EVENT: This is a four day specialty show April 11 – 14, 2017. Vendors may begin setup on Monday, April 10, 2017. **Rental of vendor space is for the entire four day event or any part of it.**

OUTDOOR VENDOR SPACE: The Club will provide one Common Vendor Tent #1. See the attached diagram for details. Space in this tent is available in 10-foot sections facing the show rings for \$500. Each section is 20 feet deep. Sections may be combined to create a larger space for an individual vendor or to create a space to be shared by several vendors. The Club will provide “dividers” between each section and side, back and front walls. Additionally, Tent #4 and Tent #5 are reserved spaces for Whispering Pines and All Labs at \$500 each.

INDOOR VENDOR SPACE: The Club may be able to accommodate a limited number of vendors in the lobby of the hotel. It is the intention of the Club to use this space for a Silent Auction and sponsored reception on Wednesday evening. Any vendor set up in this area may be asked to remove their materials or to shut down operations during this period. Vendors wishing to set up in the lobby area should contact the Vendor Chair **before** submitting an application and must agree to comply with any request to accommodate and prioritize the Club’s activities in this area on Wednesday evening.

VENDOR APPLICATION: Vendors wishing to reserve space for this show should complete this application and return it to Penny Ketchmer, Vendor Chair, with full payment not later than February 1, 2017. Non-refundable payment may be made on the Club web site www.lrcp.com with the credit card or your choice or your PayPal account. Returning vendors who submit their applications by the above deadline will be offered the opportunity to occupy the same space as last year. The Club reserves the right to refuse any application. The Club will offer no refunds for vendors who reserve space and fail to attend.

ELECTRICAL SERVICE: None available. Vendors utilizing portable generators must comply with all applicable fire and safety regulations including the storage of fuels. Portable

generators must not be permitted to disturb other vendors, exhibitors or the general operation of the show.

RULES: Vendor agrees to abide by all rules and applicable laws established by the Club, the host hotel, Frederick County, and the State of Maryland. Vendor agrees to comply with any requirement from the Vendor Chair, Grounds Chair, or Show Chair to insure the orderly and safe conduct of the show.

CLEAN UP: Vendors are responsible for the proper disposal of any trash and/or packing materials from their operation. Vendors will insure that all equipment and materials are removed from the tent immediately following the conclusion of the show, but not later than 8 am, Saturday, April 15, 2017. The Club will collect all rented tables and chairs from vendor tents and return them to the rental company.

ACCESS: Vendors will be permitted to begin setup as soon as the common tent has been set up and the Grounds Chair has certified that the tent is ready for occupancy. This tent may be available for occupancy Sunday, April 9, after 6 pm. **Vendors will not bring vehicles onto the field without the prior express permission of the Grounds Chair. Permission will be granted based on the set up schedule and the conditions of the field. Vendors should be prepared to carry all of their equipment and supplies from the parking lot to their tents in the event that the ground is unfit to move vehicles. All setup must be complete before judging begins at 7 am Tuesday, April 11, 2017. No setup activities will be permitted after judging begins.**

SECURITY: The Club assumes no responsibility for the security of vendor materials, merchandise, or equipment. Vendors agree to hold the Club harmless for any loss due to theft or weather-related inconveniences including tent failure and flooding.

TABLES AND CHAIRS: As a courtesy to our vendors, the Club will provide and deliver to vendor tents, tables and folding chairs at cost from a local equipment rental company. Vendors must include their requirements and make payment at the time of application. Vendors are responsible for any damage to the rental equipment and must return the equipment in clean working order. Eight-foot tables are available for \$10 and folding chairs for \$5 per chair.

INSURANCE: Evidence of Liability Coverage with the Labrador Retriever Club of the Potomac, Inc. designated as "additional insured" shall be required for a valid vendor registration and must be submitted with your application.

FIRE CERTIFICATES AND SAFETY: Vendors providing their own tents must submit valid fire certificates for their tents with their applications and are responsible for complying with all applicable fire and safety laws including the posting of exit and no-smoking signs, storage of flammable materials and availability of fire extinguishers.

I hereby release the Labrador Retriever Club of the Potomac, Inc., and all of its members and agents from any and all injuries or losses sustained by myself or my business while participating in this event.

Signature: _____ **Date:** _____