



**VENDOR CONTRACT**

**Between**

Event Holder: Stratford Friends Parent Association  
Stratford Friends School  
2 Bishop Hollow Road, Newtown Square, PA 19073

**And**

Vendor Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Event Date:** Saturday, October 26, 2019  
**Event Time:** 10:00 am - 3:00 pm  
**Event Location:** Stratford Friends School  
2 Bishop Hollow Road, Newtown Square, PA 19073

**1. Vendor Space:**

- a. One (1) 10ft x 6ft Space \$40.00
- b. One (1) Additional 10ft x 6ft space \$30.00
- c. Each Vendor's space location at the Event is at the discretion of the Event Committee with the intention of giving all vendors the best possible advantage of displaying their merchandise.
- d. Vendor space location will be provided in detail during the week of Oct 21st.

**2. Tables:**

- a. Vendor is provided one (1) table for FREE for each space rented.
- b. The Event Committee will determine table size.
- c. Tables are 6 foot or 8 foot in length, longer tables are first come first served.
- d. NO TABLES WILL BE AVAILABLE ON THE DAY OF THE EVENT!



**3. Sales commission:**

- a. Vendor agrees to pay fourteen percent (14%) Sales Commission to the Event Holder on all sales made on Oct 26, 2019. Including, but not limited to orders taken for future delivery. Sales Commission payments are payable at the end of the Event on October 26, 2019.
- b. Checks are made payable to “Stratford Friends School”

**4. Taxes:**

- a. Vendor shall assume responsibility for collecting Pennsylvania State Sales Tax on applicable sales transaction at this event.

**5. Insurance Liability:**

- a. Vendor will assume all risk with respect to his/her merchandise.
- b. All expenses in connection with transportation, packing, and unpacking of the merchandise and any insurance thereon desired by Vendor shall be borne by the Vendor.
- c. Stratford Friends School has no Liability for any loss, damage or injury to persons or property caused by negligence or other acts or failure to act of the Vendor, and the Vendor hereby agrees to indemnify and hold harmless Stratford Friends School from all such loss, damage or injury.
- d. Stratford Friends School requires an Insurance Certificate from each Vendor’s insurance provider adding the following entity as an additional insured and holding them harmless from product liability for the “Fall Festival Event” from Friday, October 25, 2019 to Saturday, October 26, 2019:

Stratford Friends School  
2 Bishop Hollow Road  
Newtown Square, PA 19073

**6. Deadlines:**

- a. Vendors should submit their signed Vendor Contract with their Insurance Certificate and payment for space as soon as possible to guarantee their Event Space at the Fall Festival. Food vendors must submit a current copy of their licence and certificate from the Health Department. Event Spaces are limited and will be filled on a “first come, first served” basis.
- b. Checks should be made payable to “Stratford Friends School”
- c. Please note “Fall Festival” in the memo line.
- d. Mail the signed Vendor Contract, Insurance Certificate and payment to:

Stratford Friends School  
2 Bishop Hollow Road  
Newtown Square, PA 19073  
% Heather Dooley-Henry

2019 FALL  
FESTIVAL   
STRATFORD FRIENDS SCHOOL

- e. The receipt and acceptance of the executed Vendor Contract, Insurance Certificate and payment will be acknowledged by email to the Vendor upon receipt
- f. A fully executed Vendor Contract will be returned on the event day
- g. Monday, September 30, 2019 is the final deadline for all Vendor Contracts and payments.

**7. Event Operations:**

- a. Friday, October 25, 2019
    - i. 4:00 pm to 7:00 pm - Vendors may drop off their merchandise and begin to set up their Event Space at Stratford Friends School.
  - b. Saturday, October 26, 2019
    - i. 7:30 am to 9:30 am - Vendors begin arriving to drop off their merchandise and set up their Event Spaces
    - ii. 9:30 am - Event Spaces should be ready for event
    - iii. 10:00 am to 3:00 pm - The Fall Festival is open for business.
    - iv. 3:00 pm to 4:00 pm - Vendors settle their payment
    - v. 3:00 pm to 4:15 pm - Vendors will complete the removal of their merchandise
8. This Vendor Contract sets forth the entire agreement and understanding between the parties with respect to the Stratford Friends Fall Festival event at Stratford Friends School. This Vendor Contract may not be altered or any of its provisions waived, except in writing.

IN WITNESS THEREOF, the parties have caused this Agreement to be duly executed this  
Date: Month \_\_\_\_\_ Day \_\_\_\_\_ 2019

\_\_\_\_\_  
Signature  
Stratford Friends Fall Festival

\_\_\_\_\_  
Signature  
Vendor Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

# 2019 FALL FESTIVAL

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**\*\*Monday, September 30, 2019** is the final deadline for all Vendor Contracts and payments.

Please Check Applicable	Quantity	Item / Dimensions	Price
	One (1)	Event Space - 10 ft x 6 ft	\$40.00
	One (1)	Additional Event Space - 10 ft x 6 ft	\$30.00
	One (1)	Additional Event Space - 10 ft x 6 ft	\$30.00
		Vendor will bring a round rack	No Cost
		Vendor will bring a vertical rack	No Cost
		<b>Payment Total</b>	<b>\$</b>

Please Check Applicable	Set Up Day (Choose One Only)
	Friday, October 25, 2019 - 4:00 pm to 7:00 pm
	Saturday, October 26, 2019 - 7:30 am to 9:45 am