SAMPLE BOOTH AGREEMENT FOR VENDORS

AT CARNIVALS, FIESTAS OR FUNDRAISING EVENTS

Event: Click here to enter text. Date(s) of Event: Click here to enter text.

Event Location: Click here to enter text.

Event Contact Person: Click here to enter text. Tele-/Cell Phone: Click here to enter text.

Event Contact Email: Click here to enter text.

Vendor Name: Click here to enter text. Business License #: Click here to enter text.

Vendor’s Seller’s Permit #: Click here to enter text.

Address: Click here to enter text.

Telephone: Click here to enter text. Cell Phone: Click here to enter text.

Email Address: Click here to enter text.

Description Of Items To Be Sold At Event: Click here to enter text.

**Fees:** $\_\_\_\_ for \_\_\_ table and chair or rack (rack supplied by vendor)

$\_\_\_\_ for \_\_\_ tables and chairs or racks (racks supplied by vendor)

In addition to the booth fee, vendor will donate one item of merchandise (vendor’s choice) of at least $\_\_\_\_ value to Event.

Event will retain \_\_\_\_ % of gross sales, excluding California Sales tax.

**Sales Process:** Event will provide Vendor with triplicate receipt books. Triplicate receipts shall be filled out with Vendor’s name, Purchaser’s name and other identifying information as determined by Event organizers. The sales process shall be as follows:

* Vendor computes sales price of items sold and records price on receipt
* Vendor calculates sales taxes on price of items sold and records amount of tax on receipt
* Vendor keeps one copy of receipt
* Vendor gives two copies to Purchaser
* Purchaser brings two copies to Event Cashiers and pays for merchandise
* Cashier stamps “paid” on both receipts and returns one copy to Purchaser
* Purchaser takes “paid” receipt to Vendor to retrieve purchases

Vendor agrees not to deviate from the sales process by collecting its own payments, conducting its own cashiering or not providing triplicates. Bypassing Event Cashiers will result in immediate dismissal from Event.

Event will tabulate all sales receipts and sales taxes and will distribute \_\_% of receipts and all sales taxes to Vendor within \_\_\_ business days. Vendor shall provide Event with an [IRS Form W-9](http://www.irs.gov/uac/Form-W-9,-Request-for-Taxpayer-Identification-Number-and-Certification) for payment.

Vendor shall be responsible for remitting all sales taxes on items Vendor sold during Event to the California Board of Equalization.

**Display Rules:**

Vendor supplies its own table covering which must reach the ground on both ends.

Vendor is responsible for the security of its own merchandise throughout the Event

Electrical: Yes ☐ (vendor to provide own power cord and floor cord cover – no duct tape).

Vendor shall remain open during all Event hours; Event will charge a fee of $\_\_\_\_ fee for closing early.

Vendor is responsible for its own set-up and dismantling. Booth set up and decor will open at \_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and must be completed by \_\_\_\_\_. Vendor agrees to be “open for business” at\_\_\_\_\_. Booth needs to be dismantled by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Merchandise Rules:**

Provide a brief description of merchandise with 3-5 photos of Vendor’s product, website or any additional descriptive information.

Once approved by Event, Vendor shall bring the same type and quality of merchandise to Event. Merchandise different from what is stated on the application will not be allowed to be sold. Vendor shall not sell counterfeit, recalled or illegally obtained merchandise. Event reserves the right to limit the number of vendors providing similar products.

Vendor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accepted by Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_