



# Hohenfels Community Spouse Club Vendor Agreement Contract 2020 - 2021



## Vendor Policies and Procedures:

All vendors who indicate on the Vendor Agreement that they would like to participate in monthly luncheons will be invited via email from the 2<sup>nd</sup> Vice President ([2ndVP.Hohenfelscsc@gmail.com](mailto:2ndVP.Hohenfelscsc@gmail.com)) All reservations must be submitted via email response to the registration email no later than 2 week prior to the luncheon. The deadline for a vendor cancellation is one week prior to the luncheon at noon. Vendors cancelling after that time will still be responsible for their vendor fee.

## Fees:

The Vendor fee for each Hohenfels Community Spouses' Club Luncheons is \$25 for non-members and \$20 for members. Unless otherwise noted, due to the cost of meals. We also ask for a donation, no less than \$10, be used as a prize in our opportunity ticket drawing.

## Cancellations:

If a vendor needs to cancel, the Vendor Coordinator must be notified 1 week prior to the day of the event at noon. If proper notification is not received, the event fees apply and must be paid before the next event. Failure to do so will forfeit future reservations.

## Vendor's Responsibilities:

Vendors are responsible for filling out the Hohenfels Community Spouses' Club Vendor Agreement Contract 2020-2021. In doing so, the vendors agree to comply with the HCSC vendor policies and procedures, as well as the event specific requirements and deadlines.

Vendors must be in good standing with the Home-Based Business office on Hohenfels. Please make sure you can provide your contract if need be, at the event.

Vendors agree to arrive on-time to events, to provide their own promotional material, and to remove all materials at the conclusion of the event. Setup will start at an hour prior to the event and must be set up no later than 15 minutes prior to event start. If needing more time, it is vendors' responsibility to notify the 2<sup>nd</sup> VP ahead of time.

Doors open for shopping and socializing 15 minutes prior to program start and cleanup will be at the conclusion of each event. Vendors are permitted to sell during meal service; however, are asked to refrain from selling during the program out of respect for the presenters.

No two vendors, selling the same product, from the same company, will be permitted. If multiple vendors selling from the same company apply for the same event, the first reservation received will get first preference for the event. Other applicants will be placed on a waiting list and will be notified in the event of a cancellation. Vendors will be accepted in the order they are received. Vendors will be notified by email on their status as a vendor.

The vendor shall in no way hold HCSC responsible for broken, lost, stolen or damaged items due to fire, water, or any other causes. No party shall be responsible for events that are unforeseeable and beyond their reasonable control such as acts of God, weather delays, government restrictions, or unforeseen commercial delays. If the event is postponed due to inclement weather or other conditions beyond HCSC's control, they may be rescheduled for another time.

Failure to comply with the above guidelines may result in loss of opportunity to participate as a vendor at HCSC events.

DISCLAIMER: The Hohenfels Community and Spouses' Club is a non-federal entity. It is not a part of the US Department of Defense or any of its components and has no governmental status. It is a private organization and not part of USAG Bavaria or the Joint Military Readiness Center.