Vendor Participation Agreement

Thank you for joining us at The Festival of Lights Celebration Fundraiser for the Audubon Education Foundation!

This form confirms your participation and outlines a few simple guidelines so the event runs smoothly.

Vendor Information

Business Name: _____

Contact Person: _____

Phone/Email: _____

Event Information

• Date: Dec. 10 11 12 (circle the dates you will be participating)

• Location: Francis J. Ward Recreation & Community Center.
602 Hampshire Avenue, Audubon, NJ

• Event Time: 5:30-8:30pm
• Set-Up Time: 4:30pm
• Tear-Down Time: 8:30pm

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Venmo

Liability and Insurance

- All vendors are responsible for their own property, equipment, and inventory.
- The Audubon Education Foundation and Francis J. Ward Recreation & Community Center are not liable for theft, loss or damage.
- Vendors agree to hold harmless the event host, volunteers, and staff from any claims arising from participation.

Refund & Cancellation Policy

- All vendor fees are **non-refundable.** The event will take place rain or shine.
- If the event is canceled in its entirety by the host, a full refund will be issued.

Vendor Conduct and Safety

- All vendors must maintain a clean and safe booth area. Trash must be disposed of in designated receptacles.
- No amplified music, open flames, or hazardous materials permitted.
- All products sold or displayed must be appropriate for a family friendly environment.
- Vendors are responsible for collecting and reporting their own sales tax.

Marketing and Promotion

- The Audubon Education Foundation may include vendor names and logos in event promotions, including print, online, and social media.

Details

Vendor Fee (due Dec. 1): _____ $10. _____ $25 (for all three nights)

Vendor Space Provided

Host will provide tables, chairs, electricity, etc..
Merchandise can secured for Thursday and Friday

Agreement

By signing below, the vendor agrees to:

- Pay the vendor fee listed above (non-refundable unless event is canceled)
- Keep their booth clean and safe.
- Take full responsibility for their own property, products, and staff.
- Understand that the host is not responsible for lost, stolen, or damaged items.
- Stay for the full event time unless prior arrangements are made.

Signatures

Vendor Signature: _____ Date _____

Event Host Signature: _____ Date _____