

HIGHER PURPOSE

THE EVENT FOUNDATION

VENDOR AGREEMENT & APPLICATION

EVENT INFORMATION

Event Name

Event Date

Vendor Fee

Event Location / Address

Setup / Check-in Time

VENDOR INFORMATION

Business / Organization Name

Contact Name

Address

City

State

ZIP

Phone

Email

BOOTH & PRODUCT DETAILS

Participation Type

☐ Vendor only

☐ Sponsor with vendor booth

☐ Nonprofit / community partner

Requested Space Size

☐ 10 x 10 ft

☐ 10 x 20 ft

☐ Other:

Number of Staff

Describe all products, giveaways, food/beverages, or services offered

Special accommodations or booth needs (power is not guaranteed unless approved in writing)

PAYMENT & INTERNAL USE

Payment Method

☐ Check

☐ Online

☐ Other

Amount Paid

Date Received

Space #

Return the completed agreement and payment as directed by Higher Purpose. Checks should be payable to Higher Purpose - The Event Foundation. Online payment options may be available at higherpurposefoundation.org.

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VENDOR TERMS, RELEASE & SIGNATURE

VENDOR RESPONSIBILITIES

1. Acceptance and Space Reservation

This application is subject to acceptance by Higher Purpose - The Event Foundation (Higher Purpose). Booth space is not reserved until the completed agreement and any required fees are received and accepted. Space assignments are made by event management and may be changed when reasonably necessary for event operations or safety.

2. Products and Conduct

Vendor will offer only the products, services, food, beverages, or information described in this application unless Higher Purpose approves changes in writing. Vendor will maintain a professional, family-friendly booth and will not display or distribute unlawful, unsafe, counterfeit, offensive, or unauthorized items.

3. Laws, Permits, and Taxes

Vendor is responsible for complying with all applicable federal, state, and local laws, regulations, licenses, permits, health requirements, fire rules, seller's permit requirements, and tax obligations. Food and beverage vendors must obtain all required health permits and follow safe food-handling practices.

4. Setup, Operation, and Cleanup

Vendor will follow event check-in, setup, operating, parking, and breakdown instructions. Vendor must keep the booth staffed and the area clean, safe, and free of trip hazards. Early breakdown is not permitted without approval. Vendor will remove all merchandise, equipment, trash, and debris at the end of the event.

5. Equipment and Utilities

Vendor supplies its own tables, chairs, canopy, weights, signage, extension cords, power source, and other equipment unless otherwise confirmed in writing. Canopies must be securely weighted. Electricity, water, Wi-Fi, security, and weather protection are not guaranteed.

6. Insurance and Property

Vendor is solely responsible for its merchandise, cash, equipment, vehicles, and other property, including protection and insurance. Higher Purpose may require proof of insurance or additional insured status based on the vendor's activities or venue requirements.

7. Cancellation and Event Changes

Vendor fees are nonrefundable unless Higher Purpose states otherwise in writing. Higher Purpose may modify event hours, layout, location, or activities, or may cancel or postpone the event because of weather, safety, venue requirements, governmental action, or circumstances beyond its reasonable control.

8. Release, Indemnification, and Hold Harmless

To the fullest extent permitted by law, Vendor assumes the risks connected with its participation and agrees to indemnify, defend, release, and hold harmless Higher Purpose, its directors, officers, volunteers, employees, agents, event partners, venue owners, and representatives from claims, losses, damages, injuries, liabilities, penalties, costs, and reasonable attorney fees arising from Vendor's participation, products, services, personnel, equipment, conduct, or failure to comply with this agreement, except to the extent caused by a released party's gross negligence or willful misconduct.

9. Removal

Higher Purpose may deny participation or require a vendor to stop sales, correct an unsafe condition, or leave the event for violating this agreement, event rules, venue rules, or lawful instructions. Removal does not create a right to a refund.

10. Entire Agreement

This agreement, event-specific instructions, and any written attachments accepted by Higher Purpose contain the understanding between the parties regarding vendor participation. Changes must be approved in writing. If any provision is unenforceable, the remaining provisions will continue in effect.

☐ I have read, understand, and agree to the terms of this Vendor Agreement.

Authorized Name

Title

Date

Authorized Signature (sign after printing or use an approved electronic signature)

Event / Higher Purpose Representative