



Fort Hood Spouses' Club
ATTN: Luncheon Vendor Coordinator
P.O. Box 5982
Fort Hood, Texas 76544
www.forthoodspousesclub.org

LUNCHEON VENDOR
2016-2017 AGREEMENT AND CONTRACT

The purpose of this contract is to document the agreement between the Fort Hood Spouses' Club (FHSC) and vendors for the 2016-2017 monthly general meetings.

The **Fort Hood Spouses' Club Luncheon Vendor Coordinator** reserves the right to accept or deny any vendor. If you are accepted as a vendor, you must enter into a contract with FHSC and the following will be agreed upon:

FEES

- | | |
|-----------------------------|-------------------------|
| 1. FHSC Current Members | \$25.00 per table space |
| 2. Non-FHSC Members | \$30.00 per table space |
| 3. Non-profit Organizations | \$20.00 per table space |

Note: If a vendor desires and requests more than one table space, the requests must be approved at the time the vendor is booked and the table fees will be paid in advance. Fees must be paid in full by check made payable to the FHSC. Full payment and a signed vendor's contract must be received no later than 3 weeks prior to the luncheon. Prices are subject to change.

24 August 2016 Super Sign Up
21 September 2016
12 October 2016
7 December 2016
11 January 2017
8 February 2017
8 March 2017
12 April 2017
10 May 2017

DATES SUBJECT TO CHANGE

FHSC retains the option to contract the table space to another vendor until payment and the signed contract are received.

1. A receipt for the vendors will be given the day of the luncheon.
2. All NSF Checks will be charged a \$35.00 fee, and the table space/spaces will be canceled at that time.

CANCELLATIONS

If the vendor has to cancel, the Vendor Chairperson(s) must be notified **10 days** before the day of the event. Failure to do so will result in the forfeiture of all fees. If you cancel 10 days ahead your fee can be transferred to any future luncheon.



FRANCHISES

Due to the high volume of franchise vendors we are limiting the amount of pre-paid luncheons to 3 consecutive months. If no other vendor from your franchise has contacted us by the time of your third luncheon you are free to sign up for up to 3 events at that time.

LIABILITY

The Vendor shall in no way hold the FHSC responsible for broken, lost, stolen items, or damage due to fire, water, or any other cause. Vendors, under franchise, are welcome to sell their products as long as sales are in accordance with franchise guidelines. FHSC will not be liable for vendors violating franchise agreements.

TAXES

The Vendor will be responsible for reporting his/her own Texas State Sales Tax. The tax rate on Fort Hood is 6.75%. However, this amount is subject to change, and it is the vendor's responsibility to ensure she/he is collecting the proper amount.

TABLE SPACE

FHSC reserves the right to assign all table space/spaces locations and make space assignment changes prior to the luncheons.

1. The vendor agrees to keep his/her wares within the boundaries of the space assigned and arrange their wares in such a way as to avoid interference with other vendors. Failure to comply with this provision could result in removal of the vendor's wares from the luncheon, and forfeiture of all fees.
2. Vendor Coordinator's will arrange the vendor's table space/spaces prior to the event with suitable covering and chairs.
3. If the vendor wishes to use their own equipment to display their wares, please inform the coordinator in advance.
4. If electricity is required, please inform the coordinator in advance. There are limited outlets available and they will be assigned on a first come, first serve basis.

Note: Please be aware that your business may not be the only one of its kind at the event. (Example: If you sell cookware, there may be another cookware Representative) We will not schedule two representatives from the same company. If this situation should arise, both vendors will be notified and suitable arrangements will be made.

SET UP /CLEAN UP TIMES

Set-up times for vendors can begin at 8:30 a.m.; however, vendors must start setting up no later than 9:45 a.m. The coordinator will contact the vendor by email three days prior to the event to confirm set up times. Set up must be complete no later than 20 minutes prior to the start time of the event. The coordinator will have the tables labeled with your business name. Clean up **must not** begin before the event is complete. Vendors in violation of the stated set up and clean up procedures will forfeit the opportunity to be vendors at future events.



DOOR PRIZE

Vendors are required to provide FHSC with a product suitable for use as a door prize. The door prize (suggested minimum value of \$15.00) will be awarded at the luncheon.

1. Please identify the door prize by attaching a business card to it. The card will remain with the prize when awarded.
2. A receipt for the door prize will be given to the vendor on the day of the event.
3. In your contract, please include the retail value of your door prize.

ADVERTISING

Newsletter: If you would like to advertise in our monthly newsletter, please contact our Newsletter Chair, at FH.Wifeline@gmail.com. Information and pricing for advertising in our newsletter can be found on our website www.forthoodosc.org.

Membership Directory: There is also an opportunity to advertise in our yearly Membership Directory. This directory is given to each member of the club to use throughout the year. You can contact our Membership Chair at FH.Membership@gmail.com or view the information on our website www.forthoodosc.org. This opportunity runs from June 15 to October 15. The Directory is distributed at our November Luncheon.

CHILDREN of VENDORS

Children 6 months and under are allowed

CONTACT INFORMATION

Please be assured that we are dedicated to making our events inviting and entertaining, and as always, we will be on hand to help ensure you have a great day. We are deeply appreciative of your interest in being a vendor at our event. We hope you will let us know if we can help in any way.

Please return contract (along with a business card) to:

FHSC
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P.O. Box 5982
Fort Hood, Texas 76544

If you have further questions, please contact us at FH.Lunch.Vendor@gmail.com.





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STATEMENT OF ATTENDANCE FOR LUNCHEONS

This Statement of Attendance form needs to be filled out and returned to the Vendor Coordinator.

Vendors are slated for the event on a first come basis. We can accommodate 20 vendors for each of the luncheons. A signed Statement of Attendance along with payment guarantees a table at the event, subject to availability. You will be notified as soon as your application is reviewed.

THE LUNCHEONS BEGIN AT 11:00 a.m. and finish at 2:00 p.m., at Phantom Warrior Center. Set up can begin at 8:30 a.m. RSVP NO LATER THAN THREE WEEKS PRIOR TO THE EVENT.

<input type="checkbox"/> August 24, 2016	<input type="checkbox"/> February 8, 2017
<input type="checkbox"/> September 21, 2016	<input type="checkbox"/> March 8, 2017
<input type="checkbox"/> October 12, 2016	<input type="checkbox"/> April 12, 2017
<input type="checkbox"/> December 7, 2016	<input type="checkbox"/> May 10, 2017
<input type="checkbox"/> January 11, 2017	

DATES SUBJECT TO CHANGE

Please enclose your full payment with this form and mail to: [Fort Hood Spouses' Club, ATTN: Luncheon Vendor Coordinator, P.O. Box 5982, Fort Hood, Texas 76544](#)



STATEMENT OF ATTENDANCE FOR LUNCHEONS (CON'T)

FEES

- | | |
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| 1. FHSC Current Members | \$25.00 per table space |
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I understand and agree to the provisions herein, and request to be an FHSC vendor.

Signature _____

Name _____

Name of Business _____

Brief description of items to sell _____

Address _____

Email _____

Phone Number _____

Door Prize Amount \$ _____

Texas Sales & Use Tax ID Number _____

(Vendors must have a Tax ID Number and Vendor must provide FHOSC with that number)

“Franchise vendors must consult with their specific franchise for their Tax ID Number”

