

**WAVERLY COMMUNITY HOUSE, INC.
EXHIBIT SPACE AGREEMENT
GREENHOUSE/KITCHEN SHOW 2017**

This agreement is made on the _____ day of _____, 2017 between Waverly Community House, Inc. ("*the Comm*") and _____, ("Vendor"), for the renting of exhibit space at the Waverly House, Greenhouse/Kitchen Show on the following terms:

1. Show dates and times are as follows:

- Set Up* Friday, April 28, 2017 10:00 a.m. – 4:00 p.m.
- Show* Saturday, April 29, 2017 10:00 a.m. – 5:00 p.m.

2. Booth rental is \$100.00 for indoor as well as outdoor space in the Show. The vendor's rental fee, signed agreement and information form are due by **March 31, 2017**. The *Comm* will not guarantee space in the Show if the deposit is not mailed by this date. The *Comm* will provide booth space of no less than 8' x 10' per Vendor but does not guarantee specific booth spaces in advance.
3. Only one vendor per booth is permitted. Shared booths are not allowed by the Show Committee. Booth space size is no less than 8' x 10'. Double booths may be available upon request. **INDOOR VENDORS MUST ADVISE SHOW COMMITTEE PRIOR TO SHOW IF DISPLAY BOOTH EXCEEDS SIX FEET IN HEIGHT OR HAS FREE STANDING WALLS OR SIDES..**
4. The *Comm* agrees to furnish one table and two (2) chairs if requested on the enclosed Vendor Information Form (Vendor Form). Extra tables and chairs are available for an additional fee. If additional tables, chairs and/or electrical connections are needed, a request must be submitted via the attached Vendor Form. **Additional tables and electrical connections are not available on the day of set-up.** Table skirts will not be provided by the Comm. Porter service is available during set-up and breakdown upon request. **Nails and/or duct tape on the Comm walls, floor or any other structure is strictly prohibited.** Vendor will leave the booth space in a clean condition upon conclusion of the Show.
5. Vendor will be ready to show by 9:30 a.m. on Saturday, April 29, 2017. Tables must be covered to hide items under the table. Vendor's booths must be decorated in an attractive manner consistent with the theme of the show from both the interior and exterior view. All packing boxes must be stored out of sight during the show. Vendor's booths must be staffed and left in place until the end of the show on Saturday, April 29, 2017 at 5:00 p.m. **NO EARLY DEPARTURES or PREMATURE PACKING OF INVENTORY.**
6. Vendors must hold a valid PA license to collect Sales Tax. **Vendor Number:** _____. Out-of-state vendors are asked to call the PA Department of Revenue at (570-963-4585) for PA license requirement information. **Out-of-state Vendor Number:** _____.

7. The *Comm* assumes no liability for loss to the Vendor from fire, theft, accident, or any other cause.
8. The Vendor agrees to reimburse the *Comm* for any damage to the building and/or grounds as a result of the Vendor's acts or omissions.
9. Vendor releases and agrees to indemnify and hold harmless the *Comm*, its officers, trustees, volunteers, and employees from all claims and demands, past, present, and future, that anyone may ever have against the *Comm*, its officers, trustees, or employees arising out of use of the booth by the Vendor, the Vendor's agents, employees, guests, invitees, whether resulting from negligence of the *Comm*, its officers, trustees, or employees, or from the negligence of the Vendor, the Vendor's agents, employees, guests or invitees.
10. Briefly describe the nature of your service and/or the items you will be selling:

Intending to be legally bound, the parties have executed this Agreement on the date first written above.

Vendor

Date

Maria Wilson, Executive Director

Date

KINDLY RETURN BOTH PAGES OF THIS SIGNED CONTRACT.