

# Everything Green Expo

Brought to you by Everything Green, LLC



**WWW.EverythingGreenExpo.com**

**Date: August 21–23, 2009**

## VENDOR INFORMATION SHEET

Name of Business: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Size Booths sold: (Checks payable to: Everything Green, LLC)

Space Requested:  10'×10' (\$650)  10'×20' (\$1,050)  10'×30' (\$1,350)

20'×20' (\$1,750) **NOTE!** ADD \$100 per 10'×10' for corner booths

This cost includes two chairs, one skirted table and one section of rails with skirts.

Booth location request — 1<sup>st</sup> choice: \_\_\_\_\_ 2<sup>nd</sup> choice: \_\_\_\_\_ 3<sup>rd</sup> choice: \_\_\_\_\_

Electrical Requirements: \_\_\_\_\_

Also Water (Priced separately **through facility services**)

Product/Service Listing:

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Please complete form on-line or print and return information sheet with Contract by **June 1, 2009**.

If you have any questions, feel free to call or email David Mitchell (318) 455-3351

Email [David@EverythingGreenExpo.com](mailto:David@EverythingGreenExpo.com)

Please send the Contract and Vendor Sheet, and Insurance Information, and a Check to:

**Everything Green, LLC**

**% MMCC**

**2620 Centenary Blvd #228**

**Shreveport, LA 71104**

**Do Not Write in This Area — Official Use *Only!***

Date Fee Received: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Check Number: \_\_\_\_\_

Date Received Contract: \_\_\_\_\_ Booth Assigned: \_\_\_\_\_

Insurance: \_\_\_\_\_

Electrical: \_\_\_\_\_

Water: \_\_\_\_\_

Power Requirements: \_\_\_\_\_

Vendor Approved By: \_\_\_\_\_

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**Vendor Contract (To be completed by Vendor)**

Application for Event to be conducted in Shreveport, LA on **August 21-23, 2009**

Upon acceptance and execution by the appropriate signatory, a file copy returned.

Company/Vendor: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Federal Identification Number: \_\_\_\_\_

Product/Service Listing:

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Appropriate Signatory will use reasonable efforts to accommodate these requests. However the Appropriate Signatory does not guarantee that these requests will be met.

**SIGNATURE PORTION**

Vendor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Type/Print Name and Title: \_\_\_\_\_  
Name Title

Appropriate Signatory: \_\_\_\_\_

Type/Print Name and Title: \_\_\_\_\_  
Name Title

## Guidelines for Vendor Products and Services

In accordance with the Laws of the State of Louisiana, and of the City of Shreveport, La, and the parish of Caddo, any product found to be in violation of local or State statutes is disallowed. Any item deemed inappropriate by the Appropriate Signatory at the rally would result in a request for such item to be removed. If such action takes place, your signature on this agreement confirms that you will comply with the request. In addition, the Appropriate Signatory selects vendors for the rally based on a goal of providing the right mix of products within a limited space. Therefore, it is possible that the number of vendors of a particular product or service may be limited.

PLEASE INITIAL: \_\_\_\_\_ DATE: \_\_\_\_\_

## Assignment and Use of Space

In the sole discretion of the Appropriate Signatory, Vendor may be assigned space ("Location") for the Event designated above. The Appropriate Signatory reserves the unconditional right to assign Locations. In assigning Locations, the Appropriate Signatory may consider the order in which vendors submit properly completed and executed Applications and payments. Submitting an Application does not ensure access to a Location for any Event. Any Location not occupied by the completion of installation of displays will be reassigned at the sole discretion of the Appropriate Signatory. The Appropriate Signatory may retain all or part of any deposit or fee paid for an unoccupied Location.

Subject to the terms and conditions set forth herein, for the events) set forth above, the Appropriate Signatory grants and Vendor accepts the non-transferable right to sell/display the Products/Services.

Vendor agrees s to use the location and conduct its business in an orderly and lawful manner and to abide by all the rules and regulations prescribed by the appropriate Signatory. Specific requirements as to time for installation and dismantling at each location shall be set forth in a vendor letter supplied to vendor for each designated event. Such requirements shall be binding upon the vendor as though fully set forth therein. Vendor shall not transfer or assign all or part of the location to any other person, nor permit the location to be used by any other person. The Appropriate Signatory reserves the right to decline, prohibits, or expels a vendor, which, in the appropriate Signatory's sole judgment, fails to maintain the character of the event.

Vendor shall not display or sell Products Services, distribute advertising material or solicit business of any kind except within the Location. All advertising material, whether visual or audio, must be approved in advance in writing by the Appropriate Signatory. The Products/Services may not extend beyond the limits of the Location without prior approval from the Appropriate Signatory. No part of the Products/Services may extend into any aisle. Exhibit space must be neat and clean at all times. Nothing shall be posted on, or tacked, nailed, screwed, or otherwise attached to the columns, walls floors, or other parts of the exhibit area without permission from the proper Appropriate Signatory. Cleaning of exhibit space shall be the responsibility of Vendors. Vendor will keep Vendor's exhibit open and staffed adequately at all times during the Event. No Gifts, prizes, tickets or coupons shall be distributed without prior written approval of the Appropriate Signatory; and if approved, only as provided under local ordinances and state law. No promotion, scheme or device involving the award of any prize, gift or privilege, determined as the result of any contest, sweepstakes, raffle, promotion, or by chance, shall be undertaken by Vendor on the premise of the Event or otherwise related to the Event in any way.

Authorized representatives of the Appropriate Signatory shall access the Location for reasonable inspection purposes at any time. In the sole judgment of the Appropriate Signatory, if the Vendor possesses or sells any improper materials, or engages in improper or unlawful conduct at an Event, the Appropriate Signatory will give Vendor notice to cease and desist such activity. If Vendor does not promptly comply, the Appropriate Signatory, at their option, and without further notice, may immediately terminate this Agreement and revoke the rights granted hereunder. Failure to comply with the rules and regulations of this contract may result on the alteration or removal of the booth or other materials at the Vendor's expense.

At the end of each Event, which Vendor attends, or earlier of required by the terms of this Agreement, Vendor shall yield and give up possession of the Location in as good condition as it was when assigned, reasonable wear and tear accepted.

PLEASE INITIAL: \_\_\_\_\_ DATE: \_\_\_\_\_

Appropriate Signatory is not liable for the non-delivery of the Location if non-delivery is due t any of the following causes: if the Location is damaged or destroyed by fire, act of God, public enemy, war or insurrections, strikes, the authority of the law, or any causes beyond the Appropriate Signatory's control. If the Appropriate Signatory is unable to hold an Event for any of the reasons stated on this paragraph, the Appropriate Signatory will reimburse Vendor for fees paid for that Event.

## LIABILITY, INSURANCE AND INDEMNIFICATION

Vendor acknowledges that it is an independent contractor and not an agent, servant, employee, co-venture or representative of the Appropriate Signatory. Neither of the parties is authorized to contract any debt liability or obligation for, or on behalf of, the other party.

Vendor accepts full responsibility for all liability or damages to persons or property arising out of Vendor's use and occupancy of the Location, including without limitation the sale or promotion of the Product/Services and neither the Appropriate Signatory assumes any responsibility for damages that might occur to Vendor, its employees, agents, customer licensees or the property of any such persons by reason of such use, occupancy, or sales. Not less than thirty (30) days before each designated Event, Vendor shall tender to the Appropriate Signatory a certificate of insurance evidencing the existence of Vendor's comprehensive general liability insurance policy which shall include contractual liability, products and completed operations coverage, personal injury coverage, workers compensation, and independent contractors and bodily injury/property damage coverage. Such policy shall cover the period of Vendor's authorized use and name Everything Green, LLC as additional insured regarding and damages which may be sustained as a consequence of Vendor's use and occupancy of the Location with minimum liability limits of not less than \$1,000,000.00 each occurrence combined single limit for bodily injury and property damage liability and \$1,000,000.00 aggregate. The insurance policy and the certificate naming Everything Green Expo as additional insured shall contain thirty (30)-day notice of cancellation clause for the benefit of the Appropriate Signatory.

Vendor further agrees to indemnify and hold harmless Everything Green, LLC and any representatives from any and all damages or claims in excess of or not covered by the insurance required under the terms of this agreement, which are caused directly or indirectly by the use or occupancy of the Location by Vendor or by the sale or promotion of the Products/Services, including without limitation, injuries or damages to persons or property sustained by the public, Vendor's employees or agents, other vendors, concessionaires or Event participants. Vendor further agrees to defend Everything Green Expo and their representatives from any and all such damage or claim with counsel acceptable to Everything Green Expo.

## TAXES, LICENSES AND PERMITS

Sales and other taxes, when applicable, are the responsibility of the Vendor. Vendor will obtain all licenses and permits that are or may be required by any public authority for the sale or display of the Products/Services. The Appropriate Signatory may release the distribution of the vendor list, including name, address, Federal Tax ID number and phone numbers to any tax office requesting same.

PLEASE INITIAL: \_\_\_\_\_ DATE: \_\_\_\_\_