

TOUCH-A-TRUCK VENDOR AGREEMENT

This agreement sets for the terms and conditions between Monroe Christian School (“Host”) and the Touch-a-Truck Vendor (“Vendor”) governing the Vendor’s participation in the 2019 Touch-a-Truck fundraising event (“Event”). The Host and the Vendor mutually agree as follows:

1. **Place:** The Vendor shall be provided space for a 10’ x 10’ booth at Monroe Christian School (1009 W. Main St., Monroe, WA 98272). Vendor shall be notified of assigned location upon arrival at the Event.
2. **Date & Time:** Saturday, June 1, 2019. Hours of Event Admission are 10:00 a.m. to 2:00 p.m. (Note: Vendor must arrive at 8:00 a.m. and stay throughout the duration of the event).
3. **Financial Transactions:** Vendor shall be responsible for his/her own sales at the Event, including any Washington State sales tax, which the Vendor shall be responsible for collecting and paying to the appropriate tax authorities. Host shall have no responsibility, or otherwise be liable, for the provision of any internet connection, Wi-Fi, or telephones for Vendor to verify any cash or credit/debit card purchases. Host shall not be responsible for any Vendor collections or other financial obligations of Vendor.
4. **Vendor Performance Obligations:**
 - a. Vendor shall have completed setting up stand by 9:00 a.m., including moving any vehicle used for transporting stand and items to the designated parking area. Set up begins at 8:00 a.m.
 - b. Vendor is responsible for supply any necessary items required for the sales of the day or the Event. Should the Vendor require access to electrical power or has other specific requirements, the Vendor should discuss options with the Host upon submission of the agreement (additional charges may apply). The Host shall make reasonable efforts to support Vendor needs; however, the Host may be limited based on the facilities.
 - c. Vendor shall not remove any equipment and/or stand or begin tearing down before 2:00 p.m.
 - d. Vendor shall arrange for the removal of all equipment and/or stand within one hour following the close of the event at 2:00 p.m. Responsibility for all expense of placing equipment and/or stand in and removing equipment and/or stand from said Event shall be borne by Vendor. Vendor shall not make any permanent alterations to the property.
5. **Representations:**
 - a. The Vendor confirms, in accepting the terms of this Agreement, that the Vendor has all necessary licenses, franchises, permits, or other rights of authorizations from any person or entity necessary to enable Vendor to lawfully sell and deliver the product being sold by it at the Event.
 - b. The Vendor provides consent for the Host to use the Vendor’s name and/or any images obtained the day of the Event in flyers, brochures, press releases, websites, social media, or other promotional materials.

continued

6. **Disclaimers:**

- a. Event shall take place rain or shine. Host reserve the right to cancel this Agreement provided written notice of such cancellation is given to the Vendor on or before May 28, 2019. Should the Vendor need to cancel, written notice should be provided to the Host no later than May 28, 2019.
- b. Vendor shall be solely responsible and liable for, and shall indemnify and hold harmless Host against, for any and all claims, causes of action, or other liability arising from the personal injury, property loss or damage, or other claims of any kind arising in conjunction with Vendor's participation in the Touch-a-Truck event.

7. **Governing Law:** This Agreement shall be construed in accordance with and governed by the laws of the state of Washington.

8. **Cost: \$45 per 10x10 space.** Visit www.monroechristian.com and click on the Touch-a-Truck and then **Pay for Vendor Application** . Or mail a check along with this signed form to: MCS 1009 W Main Street Monroe, WA 98272.

Please email signed Vendor Agreement to Janet Gjerde at JanetLGjerde@gmail.com. Your receipt will be emailed once your payment is processed.

For further information, please contact Janet Gjerde at JanetLGjerde@gmail.com or 425-330-4753.

PRINT NAME: _____

VENDOR SIGNATURE: _____

_____ (initial) I understand that spaces must be attended and have product displayed during the hours of the Touch-a-Truck event (10:00 a.m. – 2:00 p.m.). I cannot tear down/leave before 2:00 p.m. I am responsible for set-up, all display items, and tear down. I understand that I must provide my own tables, chairs, and other booth items. I also understand that there is no central check-out, and I am responsible for my own cash/change during the event. I understand there will be no electrical available.



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