

USSVI 2010 CONVENTION

The Drawbridge Inn and Convention Center
2477 Royal Drive
Ft. Mitchell, KY 41017
Phone: 859-344-7848 Toll Free: 1-800-426-3841
www.drawbridgeinn.com

This agreement is made between the USSVI 2010 Convention and

Company Name _____
Name of contact _____
Address _____
Email _____
Phone _____

In this Agreement, the party who is supplying facilities shall be referred to as "2010 Convention", and the party who is requesting (facilities shall be referred to as "Vendor"). In addition, the hosting facility shall be referred to as the "Hotel".

The Vendor has requested that the 2010 Convention provide facilities at the Hotel, namely The Drawbridge Inn (specifically the vendor's area within- Canterbury Hall) for the sale of Vendor merchandise during the USSVI 2010 Convention from 30 August, 2010 to 5 September, 2010.

Therefore, the parties agree as follows:

1. FACILITY SCHEDULE: Canterbury Hall will be available in accordance with Table 1.

Day	Date	Time	Activity	Canterbury Hall /Room
Monday	Aug 30	1200- 1700	Exhibit Setup	Monks Hall
Tuesday	Aug 31	0900-1700	Sales/Networking	Monks Hall
Wednesday	Sept 1	0900-1700	Sales/Networking	Monks Hall
Thursday	Sept 2	0900-1700	Sales/Networking	Monks Hall
Friday	Sept 3	0900-1700	Sales/Networking	Monks Hall
Saturday	Sept 4	0900-1700	Sales/Networking	Monks Hall
Sunday	Sept 5	1200-1700	Exhibit Removal	Monks Hall

TABLE 1: Convention Exhibit Schedule

USSVI 2010 CONVENTION--- VENDOR AGREEMENT

2. INITIAL SETUP: Each vendor will be allocated the following basic setup materials and charged \$50 for the first table and \$40 for the second or more tables, for the entire convention period.
 - a. One or more 30" x 72" table
 - b. Two chairs
 - c. Skirting
3. ADDITIONAL FACILITIES: Should the Vendor need facilities or services above and beyond what is provided in the initial setup materials described in Paragraph 2, Vendor is subject to, and agrees to remit payment for, charges resulting in obtaining those facilities. Requests for additional facilities should be made using the "The Drawbridge Inn – Electrical Form" available at the convention web site www.2010convention.cincysubvets.com. This form should be sent to the hotel directly. All requests for services after your arrival are subject to the availability of equipment and staff. All advance orders will be given priority. If you are not certain of your requirements, or if you have any special needs, please call the Hotel's Sales Manager, Chris Best @ 859.344.7848 or email: cbest@drawbridgeinn.com for assistance.
4. FEES AND PAYMENT: All fees determined from this agreement shall be payable in lump sum and submitted with this completed Agreement. All charges incurred by each exhibitor must be paid in full prior to requested services taking place. Vendor should use the checklist at the end of this Agreement to signify their selections for the days it wishes to engage in vendor sales during convention week. Vendors MUST register for the Convention in order to participate as a vendor. Refunds less a \$10 handling fee will be made if received in writing by mail or email, up until August 10, 2010 after which time no refunds will be offered.
5. EXPENSE REIMBURSEMENT: The Vendor shall pay all "out of pocket" expenses and shall not be entitled to any reimbursement from the 2010 Convention.
6. SECURITY: The Vendor/Exhibit room will be locked after hours. Each Vendor is responsible for the security of their merchandise. MRP is in no way responsible for loss of merchandise/equipment/personal items, at any time during the convention.
7. UPKEEP: Vendor agrees to maintain their booth in a kept state, clear of obstacles, boxes and/or trash.
8. ADVANCE SHIPMENTS: If you wish to send your materials in advance of the convention, you are most welcome to do so. Simply send your materials to the address below to arrive no sooner than 3 days prior to the beginning date of the convention. Be sure to clearly mark the outside of the package(s) identifying your name and the event (USSVI 2010 Convention). Upon your arrival at the Drawbridge Inn, when you check-in; simply ask for the package(s) and indicate where you want them delivered in the hotel. As a side note, be advised that the 2010 Convention shall incur no liability for any damage to or loss of your packages in transit to the Drawbridge Inn. Any such issue is a matter between the vendor and the shipper.

USSVI 2010 CONVENTION--- VENDOR AGREEMENT

Ship packages to:

The Drawbridge Inn and Convention Center
2477 Royal Drive
Ft. Mitchell, KY 41017

Mark on each box:

Sales Contact: *Chris Best*

Hold For: *(Your Name & Organization)*

Event: *USSVI 2010 Convention (Aug 30-Sep 5, 2010)*

Package *(number)* of *(number of items)*

The Drawbridge Inn may charge \$10/box/day for a box with dimensions of 10"H x 12"W x 15"D for advanced shipped materials, if received more than 3 days prior to the beginning of the Convention. (August 30, 2010 for Vendors)

9. **SIGNS AND DISPLAYS:** All signage on Hotel property must be of professional quality and appearance. Hand-lettered signs are not permitted. Signage will not be allowed if it interferes with the established traffic flow throughout all public areas. All signage must be in keeping with the general environment of the Drawbridge Inn. All requests for banner hanging must first be cleared with hotel's Sales Manager, paragraph 3, with appropriate fee paid (\$20 per banner)
10. **FLAMMABLE MATERIALS:** All materials used in the Hotel **MUST** be non-flammable to comply with the Fire Regulations of Ft. Mitchell, Kentucky. Material not conforming to such regulations will be removed immediately at the exhibitor's expense. Engines, motors or any kind of equipment may be operated only with the consent of the Sales Manager of the Hotel.
11. **SPECIAL NOTICES:** No nails or bracing wires used in erecting displays may be attached to the building. All property destroyed or damaged by exhibitors must be replaced to its original condition by the exhibitor or at the exhibitor's expense.
12. **EXHIBITOR LOSS AND DAMAGE HOLD HARMLESS AGREEMENT:** It is agreed and understood that United States Submarine Veterans Association indemnifies and unconditionally hold The Drawbridge Inn and Convention Center, Military Reunion Planners and all related entities, and their respective officers, directors, shareholders, partners and/or agents (collectively, the "indemnified Parties") harmless with respect to any claim, loss, arising out of the event or events contemplated by this Agreement, incurred or suffered by (1) the Indemnified Parties; (2) United States Submarine Veterans Association; (3) any exhibitors; (4) any third party; (5) any officer, director, agent, employee, member, guest, invitee and/or independent contractors of any of the foregoing; whether such claim, loss, expense of damage arises out of intentional or negligent acts or omissions of United States Submarine Veterans Association, its employees, agents, and/or its exhibitors or independent contractors.

USSVI 2010 CONVENTION--- VENDOR AGREEMENT

13. **INSURANCE:** Exhibitors who desire to carry insurance on their exhibits must place it at their own expense.
14. **TERMINATION:** This Agreement shall terminate automatically on Sunday, September 5, 2010.
15. **RELATIONSHIP OF PARTIES:** It is understood by the parties that the Vendor is an independent contractor with respect to the 2010 Convention and not an employee of the 2010 Convention.
16. **EMPLOYEES:** Vendor employees, if any, shall also be bound by the provisions of this Agreement.
17. **INDEMNIFICATION:** The Vendor agrees to indemnify and hold the 2010 Convention harmless from all claims, losses, expenses, fees including attorney fees, costs, and judgments that may be asserted against the 2010 Convention that result from the acts or omissions of the Vendor, Vendor employees, if any, and Vendor's agents.
18. **ASSIGNMENT:** The Vendor's obligations under this Agreement may not be assigned or transferred to any other person, firm, or corporation without the prior written consent of the 2010 Convention.
19. **ENTIRE AGREEMENT:** This Agreement contains the entire agreements of the parties. There are no other promises or conditions in any other agreement whether oral or written.
20. **AMENDMENT:** This Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.
21. **SEVRABILITY:** If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed and enforced as so limited.
22. **WAIVER OF CONTRACTUAL RIGHT:** The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.
23. **APPLICABLE LAW:** The laws of the State of Kentucky shall govern this Agreement.
This Agreement supersedes any prior written or oral agreements between the parties.

USSVI 2010 CONVENTION--- VENDOR AGREEMENT

a.

24.VENDOR CHECKLIST: Enter the quantity of tables you will require in the "Qty" column and compute total cost of tables. This will be the amount due to the 2010 Convention. Unit cost is for the entire week. Power supplies, etc. should be ordered directly through the hotel.

Item	Quantity		Unit Cost		Total Cost
First Table	1	X	\$50	=	\$
Additional Tables		X	\$40	=	
Banner(s)		X	\$20	=	\$
Grand Total					\$ _____

25. SIGNATURES: Vendor will calculate total from the checklist in Paragraph 24, sign the Agreement in the "Vendor" space provided below and then, send this completed Agreement, along with payment, to the address shown below.

Signature of vendor Date

Print Name:

Organization:

Jennifer Brownell Date
MRP Vendor Liaison

SEND YOUR PAYMENT TO:
 Military Reunion Planners
 Vendor Liaison
 Jennifer Brownell
 PO Box 1588
 Colleyville, TX 76034

USSVI 2010 CONVENTION--- VENDOR AGREEMENT

MISCELLANEOUS NOTES

1. Upon receipt of this Agreement and payment, a 2010 Convention representative will sign his part of this Agreement and will contact the Vendor to confirm their participation. The 2010 Convention staff will then work with each vendor in the facilitation of this Agreement.

For additional vendor-related information and instructions, visit the 2010 Convention web site at: www.2010convention.cincysubvets.com/

2. Make checks payable to: *Military Reunion Planners*

SEND YOUR PAYMENT TO:
Military Reunion Planners
Vendor Liaison
Jennifer Brownell
PO Box 1588
Colleyville, TX 76034

3. You may include your Convention Registration Form and costs with this agreement in the same envelope.
4. Vendor should make a copy of this Agreement for their records.
5. Drawbridge Inn and Convention Center Phone: (859) 341-2800 and Fax: (859) 5644
6. If you have any vendor related questions or comments, contact:
Military Reunion Planners Vendor Liaison, Jennifer Brownell at:
Jennifer@militaryreunionplanners.com
Or leave a message on (817) 251-3551

