

Officers' Spouses' Club of Fort Drum

P.O. Box 327 * Fort Drum, NY * 13602

Ways and Means Vendor Contract

1. Purpose

The purpose of this contract is to document the agreement between **Fort Drum Officers' Spouses' Club** (FDOSC) and Vendors during the 10/11 year. First, the **Officers' Spouses' Club Ways and Means Committee** reserves the right to accept or deny any vendor. If you are accepted as a vendor, you must enter into a contract with FDOSC and the following will be agreed upon:

2. Fees and Taxes

- A) OSC current member, a \$15 table fee due the day of the event.
- B) Non-OSC member, a \$20 table fee, due the day of the event.
- C) Non-profit Organizations, a \$10.00 per table space.
- D) A form will be provided at each luncheon to list income called the Purchaser's Sheet.
- E) OSC retains the option to contract table space to another vendor until a signed contract is received.
- F) All NSF checks will be charged a \$20.00 fee, and checks may no longer be accepted.
- G) All above fees must be paid by the end of each luncheon and must be accompanied by the Purchaser's Sheet.
- H) The vendor will be responsible for reporting his/her own New York State Sales Tax.
- I) Vendors residing on Fort Drum must have their home based business registered with the Office of the Garrison Commander.

3. Cancellations

If you must cancel, the Ways and Means Chairperson must be notified 7 days prior to the luncheon. This will allow other arrangements in selling table space. If proper notification is not received, the above fees apply and must be paid before the next luncheon. Failure to do so will forfeit availability.

4. Liability

The vendor shall in no way hold OSC responsible for broken, lost, stolen items or damage to items 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. OSC will not be liable for vendors violating franchise agreements.

5. Table Space

- A) OSC reserves the right to assign all table space locations and will be made on a first come first served basis.
- B) The vendor agrees to keep his/her wares within the boundaries of space assigned and avoid interference with other vendors.
- C) The vendor's table/tables will be arranged by the Commons prior to the luncheon with suitable covering and chairs provided.
- D) If the vendor wishes to use their own equipment to display their wares, please inform the Ways and Means in advance.
- E) If electricity is required, please inform the Ways and Means in advance.

6. Set Up and Selling Times

Vendors must be set up by 10:30 am and sell from 10:30 am to approximately 1:30pm. (9:15 am on days when a buffet is served)

7. Door Prize

Vendors must provide OSC with a product suitable for use as a door prize. The door prize will be awarded at the current month's OSC luncheon.

- A) Please identify the door prize by attached a business card to it. The card will remain with the prize when it is awarded.
- B) A receipt for door prizes will be given by request only.

8. Luncheon Meals

Each monthly luncheon has two choices of meals that normally are \$15.00. The price includes the meal, gratuity, and program. If you would like to dine with us and enjoy the program, you must RSVP no later than the Wednesday prior to the luncheon by emailing oscreervations@yahoo.com. Please state that you are a Vendor. Should you decide not to attend after the RSVP deadline, you are still responsible for the cost of the meal.

9. Advertising

Each participating vendor will be mentioned on the flier for the upcoming luncheon they signed up for. The fliers are part of the Drumbeat, the OSC newsletter found on the website. This advertising is available free of charge. However, only vendors who are signed up at least one month in advance can be included due to deadlines to release the information to the membership.

10. Membership

Please be assured that we are dedicated to making our luncheons the best they can be. As always, we will be on hand to help ensure you, as a vendor, will have a great day. We are deeply appreciative of your interest in being a vendor at our luncheons. We hope you will let us know if we can help you in any way. Please **return the contract to Fort Drum Officers' Spouses' Club c/o Luncheon Vendor Coordinator, PO Box 327, Fort Drum, NY 13602** with your business card and a description of the product you wish to sell. For further questions, please contact the Luncheon Vendor Coordinator at vender@fdosc.com.

Tear here and mail back to the address above to reserve your space

11. Signature and Agreement of Vendor

I understand and agree to the provisions herein, and request to be an OSC vendor.

Signature _____ Date: _____

PLEASE PRINT

Name: _____

Name of Business: _____

Address: _____

Phone: _____ Email: _____

Solicitation Permit: Yes No N/A

