

EVENT VENDOR AGREEMENT

Event Name: _____ Location: _____

Vendor Information:

Company/Business Name: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

Address: _____

Event Information:

Event Date(s): _____ Event Location: _____

Booth/Space Number (if assigned): _____

Fees and Payment Terms:

Vendor Fee Amount: _____ USD

Payment Method and Due Date: _____

Section 1 – Agreement to Participate

Vendor agrees to participate in the event described above (the “Event”) as a vendor and to comply with all rules, regulations, and policies established by the Event Organizer. Vendor’s participation is subject to approval by the Event Organizer and payment of all required fees.

Section 2 – Vendor Space and Setup

Event Organizer shall provide Vendor with a booth or designated space at the Event. Vendor shall be responsible for the setup, operation, and teardown of their booth/space and agrees to keep the area clean and safe. Vendor shall not assign, sublet, or share their assigned space without prior written approval of the Event Organizer.

Section 3 – Payment and Refunds

Vendor agrees to pay the Vendor Fee as described above. Payments are due as specified and non-refundable except as provided by Event Organizer’s policies. Failure to pay may result in denial of booth space and cancellation of this Agreement.

Section 4 – Compliance with Laws and Regulations

Vendor shall comply with all applicable local, state, and federal laws, ordinances, rules, and regulations in connection with its participation at the Event, including but not limited to health, safety, fire, and licensing requirements. Vendor is responsible for obtaining all necessary permits or licenses for its participation.

Section 5 – Insurance and Liability

Vendor shall maintain general liability insurance covering their activities at the Event, including coverage for personal injury and property damage, with limits acceptable to the Event Organizer. Vendor agrees to indemnify, defend, and hold harmless the Event Organizer, its agents, employees, and affiliates from any claims, damages, losses, or expenses arising out of Vendor’s participation.

Section 6 – Indemnification

Vendor agrees to indemnify and hold harmless Event Organizer and its affiliates from any and all claims, damages, liabilities, costs, and expenses (including reasonable attorneys' fees) arising out of or related to Vendor's acts or omissions, including but not limited to vendor products, services, or conduct at the Event.

Section 7 – Cancellation and Termination

Event Organizer reserves the right to cancel the Event or Vendor's participation at any time. In such cases, Event Organizer shall notify Vendor promptly and may provide a refund at its sole discretion. Vendor may terminate this Agreement by providing written notice, but no refund will be given.

Section 8 – Vendor Conduct

Vendor agrees to conduct itself professionally and in a manner consistent with the Event's standards. Vendor shall not engage in any disruptive, unlawful, or unethical behavior. The Event Organizer reserves the right to remove any Vendor who violates these terms or whose conduct may be detrimental to the Event.

Section 9 – Intellectual Property

Vendor represents and warrants that all products, materials, and services provided at the Event do not infringe upon the intellectual property rights of any third party. Vendor grants Event Organizer the right to use images and descriptions of Vendor's booth or products for promotional purposes.

Section 10 – Use of Vendor Information

Vendor consents to the use and processing of its contact and business information by Event Organizer for purposes related to the Event and future communications, consistent with applicable law.

Section 11 – Force Majeure

Event Organizer shall not be liable for failure to perform its obligations due to causes beyond its reasonable control, including but not limited to acts of God, war, terrorism, government action, fire, flood, strikes, or other labor disputes.

Section 12 – Governing Law and Venue

This Agreement shall be governed by and construed in accordance with the laws of the United States and the applicable state law where the Event is held. Any disputes arising out of or relating to this Agreement shall be subject to the exclusive jurisdiction of the state or federal courts located in the respective venue.

Section 13 – Entire Agreement

This Agreement constitutes the entire understanding between the parties with respect to the subject matter hereof and supersedes all prior negotiations, representations, or agreements, whether written or oral.

Section 14 – Amendments

Any modification or amendment to this Agreement must be in writing and signed by authorized representatives of both parties.

Section 15 – Severability

If any provision of this Agreement is deemed invalid or unenforceable, the remaining provisions shall continue in full force and effect.

Section 16 – Counterparts

This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

Section 17 – Signatures

The parties have caused this Agreement to be executed by their duly authorized representatives as of the date of signing.

VENDOR'S SIGNATURE

EVENT ORGANIZER'S SIGNATURE

Signature: _____

Signature: _____

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