

## Shop for a Cure Fundraising Expo – Benefiting the Belleville Relay for Life Vendor Contract

This event, benefiting the Belleville Relay for Life, will take place on *Friday – April 30<sup>th</sup> from 5:00-8:00pm and on Saturday – May 1<sup>st</sup> from 9:00AM-3:00PM* and will be held at the VFW located at 5325 N Illinois St - Fairview Heights, IL 62208. The event will be held upstairs. All vendor booths must be completely torn down and all vendors have exited the building by 4:00pm on Saturday. The vendor fair is designed for direct sales, home-based business consultants and craft vendors to display their unique talents or home-based business to the community. Only one national direct selling vendor from the same company such as, Pampered Chef, Creative Memories, Discovery Toys, etc. will be allowed to participate at this event. Any other national vendors that wish to be at the vendor fair will be referred back to the 1<sup>st</sup> national vendor from their company for possible sharing of a booth. Space is limited so this will be a first come – first paid in full contract commitment/agreement.

The vendor fee for this event is \$40 for (1) 8' table or \$60 for (2) 8' tables. Electric is included (if needed) in this fee. If you need an electrical outlet, you must supply your own extension cord. All vendor tables will need to have a table cloth/covering of some sort and must be supplied by the vendor. All vendors will be provided with 2 chairs to use at the tables. If you decide that you can only participate in one of the days of the event, there is no discount on price. A vendor shopping guide, with all participating vendors contact info, will be produced and handed out to everyone that attends the vendor event.

Each vendor will be given a copy of the advertising flyer to distribute. In order for this to be a successful event, each vendor will be responsible for sending between 50-100 personal invitations to their clientele list. You may use the flyer provided to you or design your own invitation. It is suggested but not required that you have a special incentive or special discount to offer your customers who attend the event, this will help boost attendance. The Committee will be doing more advertising for this event as well.

To hold your spot at the event – your **full** payment for your table rental is due by **APRIL 1<sup>st</sup>, 2010** Checks can be made payable to ACS (American Cancer Society) and can be mailed to the address at the bottom of this contract. There will be a late fee added of \$20 if payment and signed contract is not received by April 1<sup>st</sup>, 2010. You will be issued a receipt for your tax purposes. If the vendor is unable to participate at the scheduled event after submitting signed contract and payment, there will be no refund issued. The American Cancer Society will consider this a donation in your name. If for any reason the event is canceled by the Committee, Coordinator (Niki Melloch) or the VFW – a full refund will be issued to the vendor within 2 weeks of the scheduled date.

There is a Belleville Relay for Life Team Captain Meeting scheduled for Thursday – April 29<sup>th</sup> at 6:30pm at the VFW (same location as the vendor fair). It is requested that you attend this meeting to meet the team's captains. The vendor fee for the event is being raised to help the teams raise money for the American Cancer Society. During this meeting you will have the opportunity to introduce yourself and the company that you are representing. You are welcome to wear your company logoed clothing and bring catalogs or products to present your company. The purpose of vendors attending this meeting is to see where this vendor event money is going toward and also give you the chance to introduce yourself and your company.

Vendors that attend the meeting on Thursday – **April 29<sup>th</sup>** will have the opportunity to set up their booth after the meeting, between 8:00 – 9:00pm. This time will also be spent by Relay participants to set up tables and prep the area where the event will be held. Or if you prefer, you may set up your table area on Friday – April 30<sup>th</sup>. The VFW will be open to vendors to set up at 4pm, this will give you less than one hour to set up before the event starts at 5pm. All vendors must be ready to open the show by 4:45pm on Friday. During the times of 5:00pm to 8:00pm on Friday and 9:00 to 3:00pm on Saturday, all vendors are required to man their tables. It is recommended that you bring another consultant (or person) with you to help man your table if you decide to leave the premises for any reason. Niki Melloch, the Committee, Relay participants or the VFW are not responsible in any way for any of your lost, stolen or broken merchandise. If any damages were to occur in the facility that was caused by you, you will be held responsible for any costs associated with the damage.

The committee is asking for a donation (item or gift certificate) valued at a minimum of \$10.00 to be used as a raffle for the Relay participants to generate more revenue. The teams will be selling raffle tickets for the price of \$1 each ticket, 6 tickets for \$5 or 15 tickets for \$10. The donated item must be turned in to Niki Melloch on/before **March 22<sup>nd</sup>**. The committee members and Relay Participants will be selling tickets for the drawings before and during the vendor event. People who purchase the raffle tickets will decide on which raffle they want to put their entry in. The vendors will receive a copy of each raffle ticket that was entered in to their drawing for their contact information. Vendors may choose to offer a drawing at their booths – but it must be a free drawing for the customers. The Relay participants will be having a bake sale during this event. Vendors are not allowed to sell any already prepared foods or baked items at their tables.

Vendors are allowed to offer cash & carry items at their booths. If you choose to offer cash & carry items, it is your responsibility to have cash on hand to make change for the customer. Vendors will be responsible for delivering or scheduling a pick-up time with anyone who chooses to place an order with them. These orders must be delivered in a reasonable time frame.

The Relay participants and committee would like to offer a BIG Thank You for participating in our event. We are going to make every effort to make this a huge success for the vendors and for our teams.

**Please fill out this contract (sign & date) and send along with full payment (made payable to ACS) to:  
Niki Melloch – 1901 Wellington Lane Maryville, IL 62062**

Please check one

- 1. (1) 8' table \$40 \_\_\_\_\_
- 2. (2) 8' tables \$60 \_\_\_\_\_

Please circle one

- 3. Do you need electricity? Yes No
- 4. Will you be serving food of any kind? Yes No
- 5. Will you have cash and carry items available? Yes No
- 6. What form of payment will you accept Cash Check Credit Card
- 7. How many people will you have at your booth: \_\_\_\_\_
- 8. Will you be providing a \$10 raffle item? Yes No

**TOTAL AMOUNT ENCLOSED \$ \_\_\_\_\_**

**Deadline: Contract and full payment must be received by APRIL 1<sup>st</sup>, 2010**

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

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

Name of company representing: \_\_\_\_\_

Brief description of product, or services, offered: \_\_\_\_\_

The above information will be used for the vendor shopping guide.

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By signing below I agree to the above information listed in this contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*\*\* You will receive a copy of this signed contract along with a receipt for your payments. \*\*\*  
Please contact Niki Melloch at 618.795.9966 or [melloch@att.net](mailto:melloch@att.net) if you have any questions.