

Vendor/Pamper Booth Agreement of Understanding

Reserve Your Space ASAP. Limited Number of Booths Available!

- I. “_____” (company name) has agreed to purchase _____ (indicate the number of booths you want to rent) 10 x 10 space to sell items or provide their services (pampering stations only) during “Fa La Llama- Fun for the Girls Night Out 2018!” on December 13, 2018. Each vendor will be limited to rental of two booths. If you need more, you will be added to a waiting list. If more booth space becomes available, we will gladly rent the space to you at the price noted below. We will assign booth locations. Map attached for your information.

- II. Details:
 - A: Name of Event: Fa La Llama- Fun for the Girls Night Out 2018!
 - B: Type of Event: Dinner, Drinks, Entertainment, Pampering and Shopping!
 - C: Date of Event: Thursday, December 13, 2018
 - D: Place of Event: Mallet Event Center, 2320 S. St Hwy 385, Levelland, TXNote: Over 300 ladies are expected to attend and shop and be pampered with entertainment and dinner. All attendees must be 15 years in age or older. No strollers permitted.

- III. Time of Event: 6:30 pm - 9:30 pm. Vendor agrees to have their area completely set up by 5:00 pm and will not “tear down” their area prior to 9:30 pm. Set Up Times: Thursday, December 13, 2018 at 10:00 am - 5:00 pm. Booth must be completely cleared out immediately following conclusion of the event by 11:00 pm. We will provide carts and assistance in unloading and booth tear down as available.

- IV. Payment Agreement: Booth rental of \$150 is due at agreement signing. Current Levelland Chamber of Commerce members will be charged \$125. Booth space is confirmed upon receipt of payment only. We accept Debit, Visa and MasterCard or check/cash which must accompany your vendor booth application.

V. **Service Agreement:** Please list specific items you wish to sell at this event. We will make every effort to alleviate duplications of items so that the event is profitable for each business.

VI. Each vendor will receive two buffet tickets (\$70 value) with PAID booth and application. Additional meal tickets may be purchased for \$35 for only individuals associated with their company/vendor booth choosing to partake of the food buffet that evening. Cash bar is available. Each 10 x 10 gets 2 vendor passes – No one allowed in event without ticket or vendor pass. This will be enforced at the door.

VII. In the event of cancellation, the vendor agrees to contact the Levelland Chamber of Commerce (806-894-3157 or 806-577-7039) 48 hours prior to the event. No fees will be refunded.

VIII. **Additional Information:**

Company:	Contact:
Address:	Phone:
Cell:	Email:

Each vendor space will have access to one eight foot table, with black covering and skirt, pipe and drape around your area and two chairs. In addition, your booth will have your company name as listed above. Each vendor is asked to supply additional lighting to appropriately showcase your merchandise as venue lights are dimmed to be festive! Spaces are reserved on a first come, first serve basis and assigned by Chamber of Commerce.

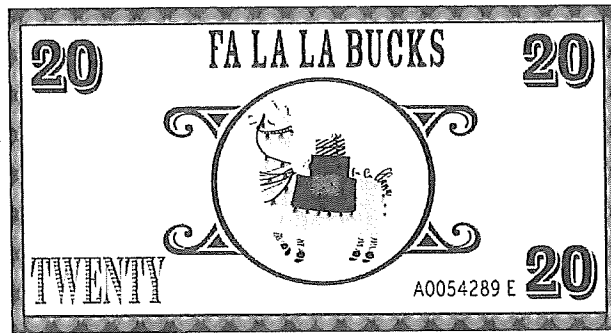
Additional tables (including covering) are available at \$10 per table with a max of three (3) total per booth. Please note the number of additional tables below.

- None
- Please add one (1) additional table at \$15.
- Please add two (2) additional tables at \$25.

IX. **Style Show:** Clothing and accessory vendors are encouraged to participate in the Style Show. Models will be provided for you with attendees and Fa La La Committee members. If fittings and actual clothes selections are necessary prior to the event, please call and let us know so we can make arrangements. Otherwise, models will arrive at 5:00 pm on day of event and our style show coordinator will visit with you to match your products to model based upon the available sizes you provide as noted on this form.

- Yes, I will be participating. Sizes I have available _____.
- No, I will not be participating.

X. **Fa La La Bucks:** The Fa La La Bucks will be given out as door prizes throughout the evening. A sample is below:



These can be spent by the attendees just like cash and only during the Fa La La event. The lucky winner of these bucks could possibly spend them in your booth. You will round off purchase and refund due change. At the end of the night, you will be paid cash for the bucks you accepted. This will promote more revenue for vendors.

XI. Each vendor is required to provide one door prize valued at a minimum of \$50. Please list below what door prize you will provide. Please deliver it to vendor registration by 4:00 pm on December 13, 2018. Upon receipt of the door prize, your dinner tickets will be distributed.

Door Prize:	Value:
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You are required to decorate your booth for the holidays.

Signature:	Date:
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