



# VENDOR APPLICATION AND CONTRACT

**ALL VENDOR APPLICATIONS MUST BE SUBMITTED NO LATER THAN ONE MONTH BEFORE THE SELECTED EVENT.**

## VENDOR INFORMATION

**FEIN:** \_\_\_\_\_ **MAIN TELEPHONE #:** \_\_\_\_\_

\_\_\_\_\_  
 Last Name First Name M.I.

\_\_\_\_\_  
 Company Name

\_\_\_\_\_  
 Company Mailing Address City State Zip Code

\_\_\_\_\_  
 Alternate Telephone # (Cell, etc.) Fax Number Evening Telephone #

\_\_\_\_\_  
 E-mail Address (Please print this information clearly in all capital letters)

\_\_\_\_\_  
 Description of Vending/Exhibition:

## SELECTION OF EVENT

- Homecoming Championship (February 27, 2011)     
  Open Championship (March 26, 2011)  
 HBCU Tour Championship (April 16, 2011)     
  Other Event \_\_\_\_\_

## BOOTH/AREA SELECTION

### Homecoming Championship

- Basic (2 tables 2 chairs)

\$100.00

### Open Championship

- Basic (2 tables 2 chairs)

\$150.00

- Standard (4 tables 4 chairs)

\$200.00

- Pro (6 tables 4 chairs)

\$250.00

### HBCU Tour Championship

- Basic (2 tables 2 chairs)

\$550.00

- Basic (4 tables 4 chairs)

\$650.00

- Pro (4 tables 4 chairs)

\$750.00

Pricing includes standard fee from the Convocation Center starting at \$450.00++

Booths or areas will be assigned on a first come first serve basis at the sole discretion of ECDC and or the venue. Upon receipt of payment, vendors will receive via e-mail confirmation and additional information. Upon arrival at the event, vendors will receive their booth/area assignments.

++The vending fees for the Convocation Center is priced as required by the Convocation Center. Payment must be made payable to ECDC and ECDC will submit payment to the Convocation Center per their criteria and policies.

Exhibitors must comply with all Federal, State, and Local fire codes which apply to places of public assembly. In addition, each venue may require additional regulation in conjunction with the following below. The rules and regulations listed below shall be vigorously adhered to:

**NOTICE: SMOKING IS PROHIBITED INSIDE ANY OF THE VENUES.**

#### **FIRE AND SAFETY REGULATIONS**

1. **EXITS IN ALL AREAS MAY NOT BE BLOCKED OR COVERED.**
  - A. All exits, box suite doors and exit aisles shall be kept clean and unobstructed.
  - B. Fire fighting and emergency equipment should not be blocked or obstructed under any circumstances.
  
2. **It is the Exhibitors' responsibility to ensure proper and safe construction and display materials. All exhibitor displays, etc. are subject to inspection by the Fire Prevention Department.**
  - A. All materials used in exhibit construction or decoration **MUST** be certified as flame retardant/fire resistant or a sample must be available for testing. Such material includes, but is not limited to Draping, Table Coverings, Banners, Props, Scenery, Green Trees, Christmas Trees, Shrubs, etc.
  - B. Exhibitors are responsible for the safe construction and maintenance of their displays, (e.g. handrails, steps, walls, etc.)
  
3. All fire standpipe connections, fire extinguishers, visual fire alarm devices and emergency exits shall be visible and accessible at all times.

#### **EXHIBITOR INFORMATION**

All information/regulations stated herein shall be recognized by all event participants (i.e. exhibitors / vendors) upon space reservation.

#### **Decorating/Signs**

1. Decorations, signs, banners and streamers may not be attached, taped, nailed or otherwise fastened to any ceiling, painted surface or wall of the venue. Any special decorations or signs must be approved by Arena Management as to location and method of installation.
  
2. Under NO circumstances are adhesive back decals or materials to be given away or permitted to be used in the facility.
  
3. Tape/Adhesive materials are at NO time permitted on walls or flooring of the facility.
  
4. Any costs incurred by the facility from the use of, or removal of these items will be your expense, only cash or credit card will be accepted.
  
5. Existing advertising contracts include certain restrictive language that may impact event signage.
  
6. All signage beyond normal booth identification must be approved by Management of the venue.
  
7. The use of helium balloons is not permitted inside the facility unless approved by the venue.
  
8. Vendors must stay within their booth to sell; persons may not sell in front of concession stands, box office, in the seating areas or any area away from the station.
  
9. No use of music or loud noise makers may be used at a vendor station.

Any type of damage to the venue property or equipment is to be reported immediately to venue management.

### **Vendor Displays**

1. Food & Beverage for immediate consumption may not be sold or given away.
2. Vendors must provide their own covers and/or skirts for any tables needed with their booths/area. Items per listed above will be provided.

### **Prohibited Items**

The following items are prohibited from being sold at any venue: alcoholic beverages, tobacco products, illegal substances, fireworks, laser pointers, pepper spray, stun guns, smoking paraphernalia, or weapons of any kind including swords, knives, firearms, air rifles. The venue and ECDC reserves the right to refuse any item deemed inappropriate/unsafe.

### **Animals**

Animals are not permitted inside any venue; with the exception of Service Animals.

### **Search Procedures**

Each venue reserves the right to determine if a visual search, full search, or metal detector is used on anyone entering any event.

### **ECDC VENDOR / EXHIBITOR CONDITIONS:**

1. Exhibition must be set-up each day no later than one (1) hour before doors open for the event. If the exhibition is not set-up at the time doors are open for the event, then the ability to vend/exhibit will be at the sole discretion of the Licensor, ECDC or venue.
2. Licensor, ECDC or the venue is not responsible for tables, storage, set-up, clean-up, or other local fees assessed on site.
3. Vending/Exhibition spaces will be assigned at the sole discretion of the Licensor, ECDC or the venue.
4. Vendor/Exhibition represents that it has secured appropriate licenses/clearances for reproduction, resale, and distribution of any name mark, or likeness that is offered for resale.
5. Vendor/Exhibitor represents it has liability insurance and has added the ECDC and the venue as additional insured. Please provide your insurance certificate with your application.

### **SET-UP SOURCE:**

VENDOR/EXHIBITOR space per exhibitor allotment will be in as stated previously. Some areas may be larger or smaller. However, if additional space or fixtures are needed, the Vendor/Exhibitor may be charged an additional fee. This fee may vary from one vendor to another dependent upon your needs. Space will be allocated on a first-come, first-served basis based on when your contract along with full payment is received.

### **PAYMENT DUE WITH CONTRACT:**

This agreement must be signed by the Vendor/Exhibitor with accompanying fees and returned to the ECDC Office not later than one month before the selected event date. A signed copy of this agreement will be returned to you within (5) business days upon receipt of payment along with confirmation for your vending space.

**IMPORTANT NOTICE REGARDING VENDORS FOR THE CONVOCATION CENTER** – Payment for vending spaces are governed by the Convocation Center and due dates may vary. Please contact ECDC regarding payments and additional policies for vendors at the Convocation Center.

**IMPORTANT:**

PAYMENTS ARE NON-REFUNDABLE AND PAYMENT RECEIVED AFTER THE DUE DATE PER EVENT WILL BE RETURNED NON-PROCESSED\*.

\*NOTE: If space allows, vendor application after the due date per the event may be honored. However a \$100.00 late fee must accompany the request and will only be processed if the space is available and approved.

ECDC and each venue retain all rights to its name(s), word marks, and logos. Vendors wishing to purchase a rights fee to sell ECDC (names(s), word marks, or logos) merchandise must submit a Five Hundred Dollar (\$500) rights fee to the ECDC Office. That information will be provided to you in the confirmation packet upon receipt of agreement.

**GOVERNING LAW:**

This agreement shall be constituted and enforced in accordance with the laws of the state of each venue.

**SIGNATURES**

\_\_\_\_\_  
Vendor/Exhibitor Title Representative Signature

\_\_\_\_\_  
ECDC Signature / Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**MAIL CONTRACT AND PAYMENT TO:**

ENCORE! Cheer and Dance Championships (ECDC)  
Attn: Vendor Application  
9144 Drawbridge Drive  
Delmar, Maryland 21875  
443.359.5183 – Phone and Fax

**MAKE PAYABLE TO:**

ENCORE! Cheer and Dance Championships or ECDC  
(Business Check, Certified Check or Money Order Only)  
\*Cash / Personal Checks will not be accepted

There is a \$35.00 fee for returned checks for any reason.

If paying by credit card, please use the Credit Card Authorization for of contact the office for processing.

ECDC reserves the right to modify and or revise this agreement and application at any time.