**JBF Springfield Sponsor/Vendor Contract**

Exhibitor (Company Name):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address (Street/PO Box): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State/Zip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Contact E-Mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Business/Product Service sold at Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Choose Your Participation: Sponsorships payments are due upon application, and vendor rental payments by the first calendar day of the Sale Month. A late fee of $50 will allow vendors to purchase booths up until the week before the sale. All sponsors and vendors may shop at the Monday evening presale and the Thursday evening 50% off presale AND will be showcased on our website sponsor/vendor page until the next sale season vendor registration opens.

\_\_\_\_\_ Sponsor A Wagon ~ $50: This option provides both physical and digital exposure for your business for the duration of the sale. It includes a sign with your logo/contact info on a wagon (shopping cart) for the entire sale PLUS 1 sale week FB/IG post showcasing your business. Proceeds for this option will be spent on adding wagons and other point of sale station equipment as upgrades are needed.

\_\_\_\_\_ Sponsor a Cash Register ~ $75: This option provides both physical and digital exposure for your business for the duration of the sale. It includes a sign with your logo/contact info at a cash register station for the entire sale PLUS 2 sale week FB/IG posts showcasing your business. Proceeds for this option will be spent on upgrading point of sale station equipment for future sales.

\_\_\_\_\_ Sponsor the Week ~ $100: This option provides both physical and digital exposure for your business for the duration of the sale. It includes a sign with your logo/contact info posted at the line all week PLUS 2 sale week FB/IG posts & business cards at the table where customers wait. Proceeds for this option will be spend on advertising for the next sale.

\_\_\_\_\_ Vendor Booth ~ $250: This option provides physical and digital exposure for your business for the duration of the sale, as well as an opportunity to sell your product and make face-to-face contact with potential customers. The Spring/Fall sale runs Monday-Saturday, with the busiest times being Monday evening, Tuesday (after 11am), Thursday evening, and Saturday. Cost covers the event regardless of the number of days you choose to set up. You will display/present your business in a 10 x 10 space during the sale. You will be provided one 6-foot table and two chairs. Your participation includes a wagon sponsorship (detailed above) Limited spaces available. \*\* vendor must provide bags for their items and will be asked to secure those in a specific way as well as provide any other office supplies the vendor needs.

 **JBF Springfield Vendor Waiver (vendors only)**

Dear Vendor,

Thank you for signing up as a Vendor Participant for the Just Between Friends of Springfield. We appreciate your participation! Sponsors/Vendors are available on a first paid, first served basis. To offer all of our participating businesses the best possible value, we will limit participation for each direct sales company for each promotional opportunity that we offer. For example, once we have a Thirty-One Gifts consultant represented, no other Thirty-One rep can have their company information showcased for the same event. Booth rental or sponsorship is not reserved until the agreement and payment are received. Vendor Booth participants will be provided a table and 2 chairs. They will need to provide any other equipment, table cloths, display items, and hotspot if wifi is needed. Booth set-up is as stated on vendor application. Booth tear-down is at close of business day. NO EXCEPTIONS.

Just Between Friends (JBF) Rights and Responsibilities

 JBF will provide the vendor with a 10x10 space including one table and up to 2 chairs at the Springfield JBF Sale at 2235 W. Kingsley Springfield, MO 65807.

 JBF will only allow distribution of marketing materials that are appropriate for this type of sale.

 Internet access will not be provided by the venue. Vendors will need to use their hot spot or data on a mobile device.

 JBF will exclude/deny rental to competitive vendors for booth space. Limit one vendor per company.

 JBF does not offer refunds to vendors for any reason.

- Vendor agrees to run a promotion that is unique to the JBF sale. Applies to sales based business only.

- Vendor is NOT required to man their booth for the duration of the event (Monday-Saturday). However, JBF will not be held responsible for loss or damage of merchandise. JBF recommends that Vendor break down booth during times that they will not be present. Schedule of business hours for each sale is available at [www.springfield.jbfsale.com](http://www.springfield.jbfsale.com)

-Vendor agrees to advertise their presence at the JBF sale via Facebook and their mailing list for the four weeks leading up to the event. Applies to sales based business only.

Please send completed application, signed waiver, rules of conduct and payment to:

Just Between Friends of Springfield, Annette Maskrod [annettemaskrod@jbfsale.com](mailto:annettemaskrod@jbfsale.com)

Make checks payable to JBF Springfield or Twice Redeemed, LLC. Payments are NON-REFUNDABLE unless JBF has to cancel the sale for some reason (ie. COVID caused this in Spring 2020).

You MUST have a business license with the City of Springfield in order to set up a booth at an event in Springfield. It is a provisional license for these types of events and is very inexpensive, but it IS required by the City. Please reach out to Deena Woolsey dwoolsey@springfieldmo.gov or 417-864-1619 and submit a digital copy to me one week prior to the sale!

I wish you great success and look forward to working with you!

Annette Maskrod

I understand and agree that Just Between Friends (JBF) Springfield is not responsible for fire, loss, theft or damage to my personal, business or display items. I agree to hold harmless JBF, its owners, participants, team and sponsoring organizations from any and all liabilities and damages to and from my product. I agree to hold harmless JBF, its owners, its participants, team, and sponsoring organizations for any personal injury resulting from participation in the JBF consignment sale from whatever cause either seen or unseen. I agree that JBF, its owners, participants, team, and sponsoring organizations are not responsible for my success or sales at the JBF Sale. I am solely responsible for setting up and breaking down my booth and agree to all above terms and conditions.

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**JBF Springfield Vendor Rules of Conduct**

Vendors must sign & return this form along with application, waiver and payment.

\_\_\_\_\_\_\_ (initials) Vendor shall not distribute, deposit, place, throw, scatter or cast any handbills upon any premises. Vendor may only distribute materials directly from vendor booth.

\_\_\_\_\_\_\_ (initials) Vendor is responsible for all bookkeeping needs. This includes having needed cash for change.

\_\_\_\_\_\_\_ (initials) Vendor indemnifies JBF from any liability of product sales. Vendor is not allowed to sell illegal items, unsafe, or recalled items.

\_\_\_\_\_\_\_\_ (initials) Vendor has the right to sell any merchandise associated with his/her company ONLY. Items that are inappropriate in nature will not be accepted. JBF reserves the right to deny sale of items they deem inappropriate. Vendor is responsible for all taxes that may be applicable and will be abide by the City & State Tax laws.

\_\_\_\_\_\_\_ (initials) Vendor is responsible for keeping area neat and clean at all times. All garbage must be removed from area.

\_\_\_\_\_\_\_\_ (initials) Vendor is responsible for maintaining and manning booth and sales during the sale. No JBF staff/volunteers may be used to man vendor’s booth. A special shop time has been allotted for vendors to shop for and purchase JBF items. After that purchase, all JBF merchandise must be taken off the premises and stored in vendor’s vehicle. JBF hours of operation are available at [www.springfield.jbfsale.com](http://www.springfield.jbfsale.com) Busiest days are Tuesday, Wednesday, and Saturday, with steady but relaxed atmosphere on Thursday and Friday.

\_\_\_\_\_\_\_\_ (initials) Vendor is responsible for all of their items. JBF is not responsible for lost or stolen merchandise.

\_\_\_\_\_\_\_\_ (initials) If vendor is not present at their booth JBF is not responsible for item in the booth.

\_\_\_\_\_\_\_\_ (initials) Items are generally safe if left covered at the vendor booth, however JBF Springfield is not responsible for any missing items and Vendor will hold JBF Springfield harmless for any material losses from theft or otherwise, as well as any physical injuries incurred while in space or during the event. A vendor representative must be present throughout the sale time.

\_\_\_\_\_\_\_\_ (initials) Vendor understands his/her salesmanship after the sale is a representation of their relationship with Just Between Friends Springfield and agrees to be conservative in their use of customer information obtained during the event. Vendor agrees to make no more than 3 (three) unanswered direct/personal solicitation attempts on leads obtained at the event. Vendor understands he/she is free to add leads to their general email or regular mail listing and agrees to remove them immediately upon request.

\_\_\_\_\_\_\_\_ (initials) No booth sharing or exchanging is allowed. Each individual vendor must be authorized. The assignment of exhibit space shall be solely at the discretion of JBF.

\_\_\_\_\_\_\_ (initials) FOR CRAFTERS ONLY – Vendor agrees to abide by the children product laws set forth in the HR4040 – Consumer Product Safety Improvement Act of 2008, and shall indemnify JBF Springfield for any and all losses, returns or lack of revenue.

\_\_\_\_\_\_\_\_ (initials) All signs must be professional looking and approved by JBF. If JBF feels that space is not acceptable, they have a right to ask the vendor to replace or remove item. No signs may be attached to venue fixtures or JBF products.

\_\_\_\_\_\_\_ (initials) Vendor is responsible for own materials. JBF will not supply or lend product to vendor.

\_\_\_\_\_\_\_\_\_( initials) Vendor will have their space vacated and clean by 1 hour past Close Of Business for the days of participation.

\_\_\_\_\_\_\_\_ (initials) Please, no children at any time during the sale (except nursing infants) in your booth.

\_\_\_\_\_\_\_\_ (initials) Vendor is responsible for providing their own food and drinks.

\_\_\_\_\_\_\_\_ (initials) Vendor agrees to advertise their presence at JBF via Facebook and their mailing list for the four weeks leading up to the event. Applies to sales based business only.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Vendor Signature Date