



Fort Worth Association of Federated Women's Clubs

100th Anniversary Gala

VENDOR TERMS AND CONDITIONS

1. **Vendor Space:** FWAFC reserves the right to assign and designate each exhibitor's space.
2. **Vendor Move In/Move Out:** Move-in times are listed as: 4:00 PM – 5:30 PM *ONLY*. Move out time is listed as not prior to 8:00 PM. Upon arrival, Vendors must check in at the Registration desk. Vendors must be completely assembled and ready by 5:30 PM to be ready as attendees start to arrive for the pre-event. If Vendors choose to be available after the Gala, they will not be permitted to move out until 45 minutes after the end of the event.
3. **Payment for Space:** All Vendors must be paid in full at the time of the gala reservation. Payment in the form of cash, cashier's checks, money order or credit card via online registration only. Subsequent charge-backs will be assessed with the original amount of the fee as well as a \$35 return payment fee and \$100 inconvenience fee. However, if payment cannot be collected from the Vendor and FWAFC were to enter legal proceedings, Vendor agrees to be responsible for both the principal amount owed and any attorney fees incurred by FWAFC.
4. **Operation of Vendor Space:** Vendor agrees that FWAFC may remove any booths that it deems as disruptive or inappropriate in nature. Vendor displays and advertising materials must not protrude into the aisles and interfere with the movement or flow of Gala attendees.
5. **Sub-leasing:** No Vendor shall display or permit to be displayed in their specified allocated space, any merchandise other than that noted in the Vendor Registration Form.
6. **Vendor Behavior:** Vendors are expected to behave in a professional and ethical manner at all times. No inappropriate language or body contact will be permitted. FWAFC reserves the right to ask Vendors to leave the premises due to any unprofessional, unethical, or unacceptable behavior that exemplifies gross disrespect for another person and/or their property. If Vendor is asked to leave, all fees and payments are forfeited and they may be prohibited from participating in other events.
7. **Security:** FWAFC requests that Vendors refrain from leaving personal property unattended. The Vendor booth must be staffed at all times. FWAFC is not responsible for any losses the Vendor may incur during event, before the event or during the move-in/move-out process.
8. **Liabilities and Security Waiver:** Vendor agrees to follow all fire and safety rules of the Worthington Renaissance Hotel venue. Vendor agrees that FWAFC, and affiliates will be held harmless from and against any loss, damage, expense or penalty arising from any action based on complete fault or negligence. If FWAFC is held liable for an occurrence from the Vendor's action(s) or failure to act, Vendor will defend FWAFC and affiliates for damages and cost resulting from incident, including any attorney fees and damages. In the event that the Gala is cancelled due to causes not within our control, Vendor releases FWAFC and affiliates from all claims, damages, or loss.