



# VENDOR AGREEMENT

NAME OF VENDOR \_\_\_\_\_

NAME OF COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL \_\_\_\_\_

WHAT FOOD OR DRINKS WILL YOU BE PROVIDING: \_\_\_\_\_

PHONE \_\_\_\_\_ WEBSITE \_\_\_\_\_

ON THIS DATE \_\_\_\_\_, THE ABOVE-LISTED VENDOR MAY UTILIZE THE SPACE LAID OUT AT SUFFOLK Y FACILITY -74 HAUPPAUGE RD, COMMACK, NY 11725 (OCTOBER 5TH \*RAIN OR SHINE ) FROM 11AM-4PM TO PROMOTE THEIR BUSINESS.

**\*Please note that vendors are permitted to sell products at this event. However, they must obtain the appropriate insurance to satisfy the board of health requirements.\***

VENDORS MUST SUBMIT FULL PAYMENT ALONG WITH THIS AGREEMENT. CANCELLATIONS CAN BE MADE IN WRITING BY EMAILING CONTACT@COMMACKDAY.COM. VENDORS MAY CANCEL THEIR RESERVATION UP TO 7 BUSINESS DAYS BEFORE THE SPECIFIED DATE TO QUALIFY FOR A REFUND. IF A VENDOR DOES NOT CANCEL WITHIN THIS TIMEFRAME AS SPECIFIED, THE PAYMENT WILL BE FORFEITED.

### EXHIBIT RULES AND REGULATIONS:

EXHIBIT RULES AND REGULATIONS HAVE BEEN FORMULATED IN THE BEST INTEREST OF ALL EXHIBITORS. REGULATIONS ARE A PART OF THE AGREEMENT BETWEEN THE EXHIBITOR AND THE AGENTS REPRESENTING COMMACK DAY. ANY FAILURE ON THE PART OF THE EXHIBITOR/THEIR AGENTS TO COMPLY WITH THE REGULATIONS REPRESENTS A DEFAULT AND TERMINATION OF THE CONTRACT. THE EXHIBITOR WILL FORFEIT THE AMOUNT PAID FOR SPACE RENTAL. EXHIBITOR SPACES MAY NOT BE RE-SOLD, SUBLET OR SHARED. ALL EXHIBITOR APPLICATIONS MUST BE APPROVED AND ARE SUBJECT TO BEING REJECTED AT THE DISCRETION OF THE AGENTS REPRESENTING COMMACK DAY.

THE MENTIONED VENDOR WILL MAKE A CHECK PAYABLE TO COMMACK DAY INC.

**NON-PROFITS: \$200    REGULAR BUSINESS: \$300    CORNER BOOTH (PREMIUM PLACEMENT): \$550**  
**CRAFT TABLE: \$150    SMALL BUSINESS: 200**

**SPONSORSHIP \$** \_\_\_\_\_

**\*NO REFUNDS - PLEASE COMPLETE AND MAIL THIS FORM TO: 1 Trezza Ct. Hicksville, NY 11801**

VENDOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PLEASE CHECK OFF THE MATERIALS YOU HAVE

- POP UP TENT   
 TABLE   
 GIVEAWAYS   
 FOOD   
 DRINKS