



VENDOR CONTRACT FOR BOOTH SPACE

The Commonwealth Kitchen Food Show 2023 will be referred to as the EVENT. Commonwealth Kitchen, Inc. ("CWK") will be referred to as ORGANIZER. The person or company who signs this contract will be referred to as the VENDOR. Vendor will comply with the terms of this contract and all rules and regulations of any organizations and/or service providers designated by Organizer and WS Development (event space).

- I. **BOOTH SPACE** – Vendor's booth space will be maximum 10'x8' and will include two tables, two tablecloths, two chairs, tent, power source, listing online and in show guide, and Vendor personnel badges provided by Organizer. Vendor may bring additional items to decorate and personalize booth space.
- II. **OCCUPATION OF BOOTH SPACE** – Booth representatives shall be restricted to Vendor's Employees and their authorized representatives. Booth representatives shall wear badge identification provided by Organizer at all times. Organizer may limit the number of booth representatives at any time. The Vendor must staff booths during all open show hours.
- III. **PAYMENT TERMS** – Vendor shall pay Organizer a refundable security deposit of \$50 USD, to reserve a booth space. Organizer reserves the right to refuse to let the Vendor occupy the Space if Organizer has not received cleared funds of all payments due from the Vendor before the due date.
- IV. **CANCELLATION BY VENDOR** – In the event that the Vendor: (a) requests that it cancels its Space; (b) fails to meet the payment obligation detailed in the previous clause; or (c) fails to occupy the Space allotted to it by the opening time on the day of the Event, the following cancellation terms will apply. All Vendor requests to cancel this Contract must be forwarded to the Organizer in writing not later than the dates referred to below. If cancellation request is received by Organizer on or before August 16, 2023, 100% of the total security deposit will be refunded to Vendor. On or after August 17, 2023, 100% of the security deposit is due to Organizer.

VENDOR

Name: _____

Company: _____

Signature: _____

Date: _____