



## **Belvoir Spouses' Club (BSC)**

### **Vendor Policies and Procedures**

#### **Belvoir Spouses' Club Vendor Policies and Procedures:**

Vendors for quarterly events will be invited approximately 3 weeks prior to the event. All Vendors who indicate on the Vendor Events Interest Form that they would like to participate in the event will be invited via a registration email from the Vendor Coordinator (vendorbsc@gmail.com)

All reservations must be submitted via email in response to the registration email no later than approximately 2 weeks prior to the luncheon. At this time, the Vendor Coordinator will send a confirmation.

The deadline for a Vendor cancellation is one week prior to the luncheon at noon. Vendors canceling after that time will still be responsible for their Vendor fee.

#### **Fees:**

The Vendor Fee for each BSC Event is \$15 for members and \$25 for non-members (vendor fee + fee). All proceeds from Vendor fees will support our Scholarship and Welfare recipients. We also ask for a donation to be used as a prize in our opportunity ticket drawing. (May not be applicable during COVID)

#### **Cancellations:**

If a Vendor needs to cancel, the Vendor Coordinator must be notified 1 week prior to the day of the event at noon. If proper notification is not received, the event fees apply and must be paid before the next event. Failure to do so will forfeit future reservations. Please note that there is a table setup fee charged for each table by the Club. Any unpaid fees become the responsibility of the BSC.

#### **Advertising:**

Vendors may advertise and be featured on our BSC Website and in our BSC Newsletter during the BSC year for an additional fee. Regular fee is \$41.50 (advertising+fee).

#### **Belvoir Spouses' Club Responsibilities:**

BSC agrees to provide logistical support and requirements, to provide requested tables, chairs, and electrical support.(If requested) BSC will not be liable for Vendors violating franchise agreements.

## **Vendor's Responsibilities:**

Vendors are responsible for filling out the BSC Vendor Interest Form 2023--2024. In doing so, the Vendors agree to comply with the BSC Vendor Policies and Procedures, as well as the event specific requirements and deadlines.

Vendors agree to arrive on-time to events, to provide their own promotional material, and to remove all materials at the conclusion of the event. Setup will be determined by event location. Vendors will be assigned a table by the Vendor Coordinators. Do not switch tables without consulting the Vendor Coordinators first. (may not be applicable during COVID)

Doors open for shopping and socializing will be determined by event location. Vendors are permitted to sell during meal service; however, are asked to refrain from selling during the program out of respect for the presenters.(may not be applicable during COVID)

Vendors under franchise are welcome to sell their products as long as sales are in accordance with franchise guidelines. BSC will not be liable for Vendors violating franchise agreements.

No two (2) Vendors selling the same product from the same company will be permitted. If multiple Vendors selling from the same company apply for the same event, the first reservation received will get first preference for the event. Other applicants will be placed on a waiting list and will be notified in the event of a cancellation. Vendors will be accepted in the order they are received. Vendors will be notified by email on their status as a Vendor.

Vendors cannot sell alcoholic products per post policy.

Vendors shall in no way hold BSC responsible for broken, lost, stolen or damaged items due to fire, water, or any other causes. No party shall be responsible for events that are unforeseeable and beyond their reasonable control such as acts of God, weather delays, government restrictions, unforeseen commercial delays or COVID related closures. If the event is postponed due to inclement weather or other conditions beyond BSC's control, they may be rescheduled for another time.

Failure to comply with the above guidelines may result in loss of opportunity to participate as a Vendor at BSC events.

## **Belvoir Spouses' Club Vendor Reservation Policy:**

The deadline for all reservations or cancellations are stated in the BSC Vendor Policies and Procedures section of this document. All reservations and cancellations will be confirmed by email from the Vendor Coordinator to the Vendor. Vendors canceling after the deadline will be charged the full price of the event. No further reservations will be accepted until the arrears are paid.