

# WSBA Special Events Vendor Application *2009 Community Service and Holiday Shopping Luncheon*

## Instructions

**Please read the following instructions prior to completing the attached application.**

WSBA is proud to host the 2009 Community Service and Holiday Shopping Luncheon to be held at the Pittsburgh Athletic Association on December 8, 2009. A WSBA Special Events Vendor Application is required of any company/vendor that would like to be considered for this WSBA-sponsored event. The primary function of this application is for the WSBA staff to understand and incorporate vendors based on the specified requirements and appropriateness as it relates to the listed 2009 WSBA event.

## Terms and payment

The application review process begins when you submit your completed application. Upon receipt of your application, a WSBA director will perform an initial screening of the submitted information. Throughout the review process you will be notified if your application requires any additional information not included on/with the initial application. All requested items must be received before final approval. Delays in providing these requested items could result in denial of your application. Upon completion of the review process, an email will be sent to you if your application has been denied.

## Fees

There are no fees associated with submitting an application. There is a participation fee associated with being a vendor at the 2009 Community Service and Holiday Shopping Luncheon.

**Participation fee is \$60 (\$50 for Premier members)**

## Other terms and conditions

Your business must be the only business occupying your space; no assignment or transfers are permitted. Once your application has been approved and your Vendor Booth Fee has been processed, no credits and/or refunds will be issued under any circumstances. This procedure will be strictly enforced. However, it does not apply in situations considered to be Acts of God (hurricane, tornado, flood, etc.) In that case, credits and/or refunds will be issued.

Vendor is required to sign and submit a 2009 CSAHSL vendor agreement; a WSBA director will give this to the Vendor. Vendor will be responsible for the admission price of any additional staff need for their booth. Vendors are encouraged to distribute any marketing material that is forwarded to them.

Submission

**Deadline is December 1, 2009**

Electronic Submission

For your convenience, the 2009 CSAHSL Vendor Application may be completed electronically. Vendors may submit their completed Application via email at [Smiller@WSBA.ws](mailto:Smiller@WSBA.ws)

US Mail Submissions

The 2009 CSAHSL Vendor Application may also be filled out by hand.

Please mail your completed applications to:

**Attn: 2009 CSAHSL, WSBA  
248 Allison Ave., Pittsburgh, Pa. 15202**

Facsimile

Complete applications can be sent by fax.

**Please fax your application to: 412 415 1315**

Should you require assistance or have any questions, please contact

Linda Handley, WSBA Assistant Executive Director, via email at

[handleyl@verizon.net](mailto:handleyl@verizon.net)

Vendor Set-Up and Tear down information

In order to participate in the 2009 CSAHSL, Vendors will be required to commit to participating for the entire length of the event;

**December 8, 2009 from 1 – 4pm**

**Set up will be 1 hour prior to the start of the event.**

The vendor committee member will forward complete set up details to the accepted vendor 1 week prior to the event.

All vendors are responsible for their own set up and tear down. A table with skirting will be provided. All vendors must be prepared with their own dolly. Vendors must contain their display to the top of the table. Vendors cannot occupy the space in between the tables or extend their display into the aisle way. Vendors may not attach to any part of the structure of the building. Vendors must put all trash in appropriate facilities.

## Contact Information

Company Name \_\_\_\_\_

Vendor's Name \_\_\_\_\_

Address \_\_\_\_\_

City State \_\_\_\_\_

Mailing address (if different from above):

\_\_\_\_\_

\_\_\_\_\_

Primary Contact Name & Title: \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Web address \_\_\_\_\_

Needs (please check)

Electric \_\_\_\_\_ Wall Space \_\_\_\_\_ Chairs \_\_\_\_\_

Please briefly describe the nature of your business:

\_\_\_\_\_

\_\_\_\_\_

Please list the type of items or services that you will be displaying:

\_\_\_\_\_

\_\_\_\_\_

Number of spaces: \_\_\_\_\_ Total Amount: \_\_\_\_\_

Form of payment (Please check):

Check \_\_\_\_\_ Cash \_\_\_\_\_ Credit/Debit \_\_\_\_\_ Paypal \_\_\_\_\_ Other \_\_\_\_\_

**Indemnification**

Vendor shall indemnify and hold harmless WSBA, its administration, its associates, and Pittsburgh Athletic Association, from and against any and all liability, claims, demands, damages, expenses, fees, fines, penalties, suits, proceedings, actions and costs of actions, including attorney’s fees for trial and on appeal, of any kind or nature arising out of or in any way connected with this Contract or Vendor’s use of the space(s), sale of goods or conduct of business by Vendor, its agents, servants, employees, customers, patrons or invitees or any act or omission of Vendor, its agents, servants, employees, customers, patrons or invitees.

Vendor is responsible for all monies collected from the sale of Vendor’s goods plus collecting and reporting of sales tax. WSBA, Its administration, or its associates, are in no way responsible for any lost or stolen monies or items.

This Agreement has been entered into in Pittsburgh, Pa. and shall be construed in accordance with the laws of Pennsylvania and venue for any action arising from this Agreement shall be Pittsburgh, PA. This Agreement may not be modified or amended except by a writing signed by the parties.

\_\_\_\_\_  
Applicants name (please Print)

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

FOR INTERNAL USE ONLY

Date/Time Application Received: \_\_\_\_\_

\_\_\_ Approved                      \_\_\_ Denied \_\_\_\_\_ (Date & Initial)

Reason: \_\_\_\_\_

\_\_\_\_\_