



Afro-American Genealogical & Historical Society of Chicago, Inc.
37th Annual Family History Conference, October **11-12, 2019**
VENDOR AGREEMENT

- 1) This agreement is made between Afro-American Genealogical & Historical Society of Chicago, Inc., herein referred to as “AAGHSC” and the company/individual(s) whose name appears on this form, hereinafter referred to as the “Vendor.” The Vendor is authorized to sell, demonstrate, or display products and materials subject to the term of this agreement. All sales, demonstrations, or displays are to be conducted in the assigned area at The Church of Jesus Christ of Latter-day Saints (LDS), 5200 S University Ave., Chicago, IL 60615.
- 2) All products must fit within the confines of the assigned space table so as not to impede traffic flow, infringe on the space of others, or violate the emergency exit routes as set forth by the fire marshals or LDS. Space assignments cannot be changed unless approved by the Conference Committee Chairperson.
- 3) Vendor agrees **to abide by the installation time set as one-half hour before opening and dismantling time set as one-half hour before closing.**
- 4) Space usage fees are **\$30.00** per table with tablecloth and two chairs. Please indicate the number of space(s) you desire: 1 ___ 2 ___ 3 ___ 4 ___ @ \$30 per space. Vendor is responsible for all other furnishings and equipment required at Vendor’s expense.
- 5) At our \$60 rate we have a large separate room suitable for several tables, display shelves and your display racks to display and sell items. Check box if interested: /___/ Price \$60.00 – **first come, first reserved.**
- 6) Vendors may purchase our Saturday only box lunch @ \$12.00: Turkey ___ Ham ___ Salad ___ (check one). All lunches contain juice and desert. (Additional lunch tickets may be purchased if available).
- 7) No Vendor shall assign, sublet, or share the whole or any part of the space contracted. Vendor agrees to limit services and/or materials displayed to assigned space, with the exception that other proprietary equipment may be used solely for the purpose of demonstrating the materials or services of the Vendor.
- 8) AAGHSC will not be responsible for any loss, injury, or damage including fire or theft, which may occur to a Vendor or his/her employees, or property arising from any cause whatsoever, prior, during or subsequent to this vendor period. The Vendor assumes the

entire responsibility and liability for losses, damage and claims brought on the premises of the LDS and shall indemnify and hold harmless LDS, its agents and employees for any and all such losses, damages and claims. By completing and signing this agreement, it is expressly understood that the Vendor releases AAGHSC and its agents from any responsibility and agrees to indemnify AAGHSC against any and all related parties for losses, injury, and damages.

9) Each Vendor agrees to donate at least one (1) gift of merchandise or gift certificate to be used as a prize. Upon entry gifts must be provided to Conference Committee Chairperson at start of registration on the opening date of the conference.

10) If AAGHSC should be prevented from holding the event for any reason beyond its control (such as, but not limited to damage to the building, riots, strikes, or acts of God), or if Vendor cannot occupy the assigned exhibit space due to reasons beyond AAGHSC's control, then AAGHSC has the right to cancel the space usage or any part thereof, with no further liability to the Vendor than a prorated refund of the space usage fee.

11) Fees are non-refundable.

12) Make check(s) or money order(s) payable to AAGHSC and mail to: AAGHSC Vendor Committee, P.O. Box 37-7651, Chicago, IL 60637. Call (773) Janis Forté, 773-768-4413 or email: fortejm@yahoo.com to reserve your space now. Payment due no later than: **Sept. 1, 2019.**

AAGHSC

Vendor Name (Type or Print with Title)

Address: _____

Phone _____

Email address for Vendor _____

\$_____ (amount enclosed)

Janis Forté, Conference Chair
[Fortejm@yahoo.com](mailto:fortejm@yahoo.com) 773-768-4413