

**Vendor Registration Form**

**K-State Fair Trade Marketplace  
November 18-19, 2009  
K-State Student Union Courtyard, Manhattan, Kansas**

Please use the address of the person who will serve as the organizational contact – checks and correspondence will be sent to the organization in care of the “organization contact.” Please return the completed form by September 30, 2009.

Organization Contact Name: \_\_\_\_\_

Name of Representative (Person Staffing the event): \_\_\_\_\_  
(if available)

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

Company Name as it should appear on Vendor Sign: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip, Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Company Web Page: \_\_\_\_\_

Additional Vendors who will be staffing the booth only. Name badges will be provided. Please print.

2<sup>nd</sup> Representative: \_\_\_\_\_

3<sup>rd</sup> Representative: \_\_\_\_\_

**Please send all completed forms to:** Marcia Hornung  
UFM Community Learning Center  
1221 Thurston Street  
Manhattan, KS 66502  
Fax: 785-539-8763  
Email: [hornung@ksu.edu](mailto:hornung@ksu.edu)

**Vendor Agreement**  
**K-State Fair Trade Marketplace**  
**K-State Student Union Courtyard**  
**November 18 & 19, 2009**

**Name of Vendor:** \_\_\_\_\_

IN CONSIDERATION of participating in an event on the premises of the Kansas State University,

\_\_\_\_\_ (Vendor) hereby agrees as follows:

1. Vendor hereby assumes entire responsibility and hereby agrees to protect, defend, indemnify and save Kansas State University, K-State Student Union, Crossroads Campus Ministry, UFM Community Learning Center, their owners, operators, and each of their respective parents, subsidiaries, affiliates, employees, officers, directors, and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by its installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of Kansas State University and their employees and agents.
2. Vendor acknowledges that neither Kansas State University, Crossroads Campus Ministry, UFM Community Learning Center, or their owners or operators, maintain insurance covering Vendor's property and that it is the sole responsibility of Vendor to obtain business interruption and property damage insurance insuring any losses by Vendor.
3. Vendor hereby releases, quitclaims and forever discharges Kansas State University, Crossroads Campus Ministry and UFM Community Learning Center, and their representatives, officers, agents, and employees, from any loss, damage, theft, destruction or other harm or injury to any personal property which the Vendor places on or about the premises of the Kansas State University or other activity associated with the Fair Trade Event.
4. Vendor fee of 10% of gross sales receipts includes vendor tables, chairs, a trash can, and an identification sign, credit card processing and handling other monetary transactions.
5. Restrictions on Space Utilization: Only companies or individuals who have contracted directly with Kansas State University shall be listed on the vendor list for this event.
6. Kansas State University reserves the right to fix the time for the installation of the booth prior to the event opening and for its removal after the conclusion of the meeting. Installation of all exhibits must be fully completed at least 30 minutes prior to the opening of the event (by 8:00 a.m. Wednesday, November 18, 2009).

7. Vendor agrees that all personal property shall be removed from the premises of the K-State Student Union by Thursday, November 19, 2009, by 7:30 p.m.
8. Vendors are responsible for making their own post-event shipping arrangements.
9. UFM Community Learning Center will act as the fiscal agent for this event; in order to ensure compliance with sales tax regulations, UFM Community Learning Center will process all monetary transactions for the event. As fiscal agent, UFM will process all credit card transactions, and accept cash payments for items purchased (checks will not be accepted at this event). Checks will be mailed to the Organizational Contact within 10 business days after conclusion of the event. Checks will be written less 10% of gross sales for marketplace expenses.
10. Kansas State University may cancel or postpone any event or activity because of insufficient participation or other unforeseen circumstances. If a program is canceled or postponed, Kansas State University will return all materials to the vendor, but will not be held responsible for other costs, charges, or expenses, including cancellation/change charges assessed by airlines or travel agencies.
11. Waiver by either party of any term or condition or breach shall not constitute a waiver of any other term of condition or breach of this agreement. The rights of Kansas State University shall not be deemed waived except as specifically stated in writing and signed by an authorized representative of Kansas State University.
12. In the event any provision of this agreement is held invalid or unenforceable, then neither the remaining provisions of this agreement or other applications of the provisions involved shall be affected thereby.

The undersigned individual represents and warrants that they have authority to enter into this agreement on behalf of the company or organization represented and hereby agrees to the terms set forth in this agreement.

**Vendor**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company or Organization