

# Vendor Guidelines Agreement

This Vendor Guidelines Agreement ("Agreement") is made and entered into as of [Date \_\_\_\_\_] by and between Canine Concierge Corporation ("Organizer") and [Vendor Name \_\_\_\_\_] ("Vendor").



## Event Details:

- **Event Name:** Paws for Purpose Fairfax | Walk for Therapy Dogs
- **Event Date:** [Insert Date]
- **Event Location:** [Insert Location]

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All vendors participating in Paws for Purpose Fairfax must adhere to the following guidelines:

### 1. Fee Structure:

- Retail Vendors: \$0 Fee (Waived); responsible for county 15% gross receipts requirement.
- Non-Retail Vendors: \$50 Flat Fee.
- Nonprofit Vendors: \$ Suggested Donation.

### 2. Setup & Operations:

- Vendors must comply with event setup and breakdown schedules.
- Sales and engagement with event attendees should be conducted professionally and respectfully.
- Please refer to the "Apply for a Business Activity License" section of the website. A Business Activity License (BAL) is required for any group that would like to hold any activity that uses Park Authority Property to generate revenue, including but not limited to: selling items, collecting fees for an event, requesting/soliciting donations, or holding classes or camps. The fee for a BAL is \$75 or 15% of gross revenues, whichever is greater. The \$75 fee is collected as a deposit at the time of application and may be deducted from your final payment due. If all the money you are raising goes straight to a charity registered with the State of Virginia, the 15% fee is waived, and the only fee due for the license is the \$75 application fee. To qualify as a registered charity in Virginia, the organization must be listed on this website and have a current registration on file: [http://cos.va-vdacs.com/cgi-bin/char\\_search.cgi](http://cos.va-vdacs.com/cgi-bin/char_search.cgi).

**3. Liability & Indemnification:**

- Vendors agree that the event organizers assume no responsibility for lost, stolen, or damaged property.
- Vendors agree to indemnify and hold harmless the event organizers from any claims, damages, or liabilities arising from their participation.

**4. Termination Clause:**

- This agreement may be terminated by mutual consent or in the event of a material breach of the terms outlined herein.
- If the event is canceled for reasons beyond the control of the organizers, vendors will be notified as soon as possible.

By signing these agreements, you acknowledge that you have read and agree to the terms outlined above for participation in Paws for Purpose Fairfax.

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**Agreement Acceptance**

Vendor Name: \_\_\_\_\_

Vendor Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Organizer Representative: \_\_\_\_\_

Organizer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

