



Long Island Parrot Society of New York, Inc

PO Box 2754
North Babylon, NY 11703
631-957-1100

Date: _____

LIPS Vendor Contract Agreement Monthly Meetings

The Long Island Parrot Society of N Y, Inc.

Current Meeting Location: AMERICAN LEGION POST #94,
22 Grove Place, Babylon Village, NY (631-669-0094)

Meetings held the 3rd Wednesday of every month unless otherwise notified

The Long Island Parrot Society welcomes vendors to display their items for sale to our members during the LIPS monthly meetings. Below is an outline of the vendor program policies. For the privilege of being directly accessible to your target customers each month, all vendors are required to adhere to the following policies.

LIPS Membership:

All vendors must have a signed “Vendor Agreement – Monthly Meeting” prior to selling their items at a LIPS meeting. (see page 3 of this document)

Regular monthly vendors must maintain a current LIPS membership. ****Each prospective vendor may vend at three (3) meetings, prior to becoming a LIPS member.***

Vendor’s membership dues must be paid in cash or check. Exchange merchandise is not an acceptable form of payment.

Vendor Agreements and Membership in the Long Island Parrot Society are NON-TRANSFERABLE. Each membership and vendor space is specific to the person/company making such application and is not transferable and may not be traded or sold to any other party. LIPS reserves the right to refuse any vendor or employee/helper who is not in good standing.

Vendor Space Size & Fees:

a) Booth Size & Pricing:

A vendor space is defined as ONE booth – which is **approximately** 8x6 ft.

Requesting one vendor space requires the vendor to donate an item with a minimum retail value of \$30 each month that they vend at a LIPS meeting.

b) Each vendor is required to “pay” for their vendor space with donated merchandise having a minimum retail value of \$30.00 for the first space **AND** an additional \$20.00 for **each** subsequent space each month that they vend at a LIPS meeting.

c) Use of Tables: Tables have no effect on the size of your Space. You may have as few or as many tables you like in your space.



Long Island Parrot Society of New York, Inc

PO Box 2754

North Babylon, NY 11703

631-957-1100

Donation Details:

Items must be New. No used or **expired** products will be accepted.

You are requested to leave your item/s and business card or tag indicating your Business Name at the Raffle Table prior to the opening for business for each meeting.

LIPS reserves the right to raffle merchandise at the monthly meeting or, at its discretion, to hold merchandise for use at a later time (ie, LIPS Annual Show, Picnic etc).

LIPS reserves the right to request a larger item (or additional items) if the retail value of the item submitted does not meet the requirements for the space provided.

LIPS also reserves the right to decline acceptance of any item deemed to be an inferior product, harmful or inappropriate. Any rejected items must be replaced by acceptable merchandise immediately.

Vending Times & Details:

Vendor tables are limited and issued on a first come, first serve basis. Once your vendor contract is signed and accepted space/s can be assigned to you.

Regular vendors must call at least a week in advance if they will not be at the monthly meeting. Failure to call could result in forfeiting your space.

LIPS may be forced to limit the number of spaces available to each vendor in order to better utilize the space available in the Meeting Hall.

Vendors may begin to set up at their assigned table beginning at 5:00PM, at each meeting date.

Tables are to be cleared and clean by 10:00PM. Leaving a dirty table or surrounding mess may disqualify you as a vendor.

All vendors must cease all sales immediately during all speaker presentations. While LIPS does not wish to discourage any business transactions, we want all members to be able to enjoy the monthly speakers without ongoing interference. Vendors shall not be permitted to resume selling their wares until the completion of the evenings presentation. **Violation of this request may result in the immediate forfeiture or suspension of the vendor's space.*

The Long Island Parrot Society appreciates your cooperation.



Long Island Parrot Society of New York, Inc

PO Box 2754
North Babylon, NY 11703
631-957-1100

Vendor Agreement – Monthly Meeting

Please complete all information for vendor consideration:

Name of business:

Owner name:

Address:

Phone: Day:

Evening:

Tax ID: (if applicable):

Products to be sold:

Number of Booths/Spaces Required

(There may be a limit on the number of available spaces):

Number of months planning to vend:

(if fewer than 12 please list specific months)

LIPS reserves the right to remove, change, or amend any vendor's space at any time.

Vendors failing to comply with our requests will have their contract agreement revoked and may reapply in writing to the board of directors.

A vendor may vacate their space at any time. Please provide advance notice should this occur.

Vendor understands and agrees to all policies stated in the LIPS Vendor Contract Agreement:

Vendor Signature:

Date

Vendor Liaison

Date

Signature

We wish you a successful venture at each monthly meeting.