

# Event Vendor Contract

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This **Event Vendor Contract** ("**Contract**" hereinafter) has been signed by and between the parties identified below;

**Vendor**

**Event Organizer**

**WHEREAS**, the Event Organizer is a business which is planning and hosting events, specifically \_\_\_\_\_;

**WHEREAS**, the Vendor is in the business of providing \_\_\_\_\_ and has the expertise, personnel, and resources to provide such goods/services for events of this nature;

**WHEREAS**, the Event Organizer wishes to engage the Vendor to provide the services and/or goods described herein for the successful execution of the event, and the Vendor agrees to provide such services and/or goods in accordance with the terms and conditions set forth in this Agreement;

**NOW, THEREFORE**, in consideration of the mutual promises and agreements contained herein, the Event Organizer and the Vendor hereby agree to the following terms and conditions.

## 1. Scope of Contract

The Vendor shall provide the following goods/services in connection with the events organized by the event organizer;

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The events will be held at the address specified below unless otherwise notified in writing;

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## 2. Event Requirements

The Vendor agrees to provide goods/services for various event types organized by the Event Organizer such as non-profit events, social events, public events etc. The Vendor knows and accepts that there could be different requirement for each type of event. The Vendor agrees to work closely with the Event Organizer or its employees and representatives to address specific needs and preferences for each event type, maintaining regular communication to ensure all requirements are met.

The Vendor shall ensure that all goods and services provided comply with the relevant laws, regulations and policies, including but not limited to fire safety, electrical requirements, waste disposal, and noise restrictions. The Vendor shall also obtain any necessary permits, licenses, or approvals required to provide services for each specific event.

## 3. Term and Termination

The term of this Contract is \_\_\_\_\_ starting from \_\_\_\_\_, effective until \_\_\_\_\_. This Contract may automatically renew for successive terms of \_\_\_\_\_ unless either party provides written notice of non-renewal at least \_\_\_\_\_ days prior to the end of the current term.

Either party may terminate this Contract for convenience by providing at least \_\_\_\_\_ days' written notice to the other party. In such a termination, the parties fully fulfill their obligations until the effective date of the termination.

Either party may terminate this Agreement immediately upon written notice to the other party if the other party breaches any material term of this Agreement and fails to cure such breach within \_\_\_\_\_ following receipt of written notice detailing the breach.

If the Vendor fails to deliver goods/services in accordance with the agreed-upon quality and timelines, or otherwise fails to fulfill its obligations in a manner that risks the event's successful execution, the Event Organizer may terminate the Contract with a written notice with immediate effect.

## 4. Payment Terms

The Event Organizer agrees to pay the Vendor \_\_\_\_\_ for each and every event that will be organized by the Event Organizer. Any additional services requested by the Event Organizer outside of the original scope of services mentioned in this Contract will incur additional fees. Such charges will be billed separately and must be approved in writing by the Event Organizer prior to execution.

## 5. Cancellation and Refund Policy

If the Event Organizer wishes to cancel the event more than \_\_\_\_\_ before the event date, the Event Organizer shall receive a full refund of all payments made. After this period, no refund will be issued due to the proximity of the event date and potential rebooking limitations.

If the Vendor cancels this Agreement due to reasons within their control, the Vendor shall promptly inform the Event Organizer in writing and refund all payments made by the Event Organizer.

## 6. Vendor Responsibilities

The Vendor shall provide goods and services of high quality, consistent with industry standards and appropriate for the requirements of each type. All goods and services shall be in good condition and fully functional.

The Vendor shall provide trained and professional personnel to set up, supervise, and dismantle all goods and services provided. The Vendor's staff shall adhere to a professional code of conduct and work attire appropriate to the nature of each event type.

The Vendor shall ensure that all goods and services provided meet applicable safety standards and comply with venue-specific guidelines, including fire, electrical, and structural safety requirements. The Vendor is responsible for mitigating any risks associated with their services or products during the event.

The Vendor agrees to treat all information related to the Client's events as confidential, refraining from sharing details with third parties without prior written consent. The Vendor's staff shall conduct themselves professionally at all times, respecting the privacy of attendees and maintaining discretion as required by the nature of the event.

The Vendor agrees to treat all information related to the events as confidential, refraining from sharing details with third parties without prior written consent. The Vendor's staff shall conduct themselves professionally at all times, respecting the privacy of attendees and maintaining discretion as required by the nature of the event. The Event Organizer and its employees will not record any audio or video during the events, and will not engage in any behavior that may harm the rights of third parties.

Any damages caused by the Vendor's goods, services, or personnel during the event shall be the Vendor's responsibility, and the Vendor agrees to reimburse the Event Organizer or venue for any repair or

## 7. Event Organizer Responsibilities

The Event Organizer shall provide the Vendor with complete and accurate details regarding the event, including but not limited to event type, theme, venue location, guest count, setup requirements, and timeline. This information must be provided no later than \_\_\_\_\_ days prior to the event date to allow adequate preparation.

The Event Organizer agrees to fees in accordance with the payment terms stated in this Contract. Failure to pay in a timely manner shall be considered as a material breach under this Contract and gives right to terminate with an immediate effect.

The Event Organizer shall ensure that the Vendor has timely access to the venue for setup, testing, and any required safety or compliance checks. Access times and logistical requirements must be coordinated with the Vendor in advance, allowing for proper staging, setup, and on-site adjustments.

## 9. Force Majeure

The Vendor or the Client shall not be liable for any failure or delay in the performance of their obligations under this Contract if such failure or delay is due to events beyond their reasonable control ("**Force Majeure Event**"). Force Majeure Events include, but are not limited to, acts of God, natural disasters, fires), war, terrorism, pandemic or epidemic, government actions, strikes or labor disputes.

The affected party shall promptly notify the other party in writing of the Force Majeure Event, including a description of the event and an estimate of the duration of the delay. Upon notification, both parties' obligations under this Contract shall be temporarily suspended. If the Force Majeure Event continues for an extended period of 30 days and the event cannot be rescheduled within a reasonable timeframe, either party may terminate this Contract immediately by providing written notice to the other party.

## 10. Governing Law

This Contract shall be governed by and construed in accordance with the laws of the State of \_\_\_\_\_ . The parties agree that any disputes, claims, or actions arising out of or relating to this Contract shall be exclusively subject to the jurisdiction of the state and federal courts located in \_\_\_\_\_ .

## 11. Miscellaneous

- **Non-waiver** - Failure by parties to exercise any provision, right or portion of this agreement or enforce any portion of this agreement shall not be deemed a waiver of any right contained in this Contract.
- **Entire Agreement** - This document contains the entire agreement and full understanding between Photographer and Client. It supersedes all prior and contemporaneous agreement between the parties.
- **Notifications** - Any notifications to be sent under this Contract shall be in written form and delivered to the other party via personal delivery or sent to the addresses indicated in the first page of this Contract. The periods specified in this Contract start from the day the notice is served to the other party.
- **Separability** - If any of the clauses of this Contract is found to be invalid, illegal, or unenforceable, the parties desire that the remainder of the agreement, other than the provision determined to be unenforceable, remain in full force and effect.

IN WITNESS THEREOF, the parties hereto have executed this Contract by their duly authorized representatives as of the date of the last signature below.

**Vendor**

**Name**

**Date**

**Signature**

\_\_\_\_\_

**Event Organizer**

**Name**

**Date**

**Signature**

\_\_\_\_\_



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