

ADAMS

Non-Food Vending Booth, Flier, Display, Email, Bulk Mail or Poster Contract Information, Contract & Terms for businesses, non-profits, committees and volunteers

Instructions: 1) Complete and *GIVE* this contract

Ph: 703-433-1325 ext 101 or 103, Fax: 571-434-8611 administrator@adamscenter.us

2) *MAIL* this contract, completed and signed, with payment, to finalize vendor agreement:

ADAMS Center
Attn: Administrator
P.O. BOX 1085
Herndon, VA 20172

***PLEASE MAKE CHECKS OR MONEY ORDERS
PAYABLE TO: ADAMS Center***

PLEASE ENCLOSE CREDIT CARD NUMBER,

(If paying by credit card, then submit the following information: Credit Card Type (Visa, MasterCard, American Express), Credit Card Number, Name on Credit Card, and Expiration Date

(The vendor bears all responsibility and liability when selling and distributing their products and agrees to and hereby indemnifies fully and absolutely, ADAMS, their Board of Trustees, officers, agents, employees, etc. Anything not detailed or described in this contract will be decided and ruled on by the sole discretion of ADAMS)

Terms and Conditions

- **Must be approved by ADAMS Executive Director or Officers to make sure compliance to all of ADAMS Policies**
- **Only for selling Non-Food product Items, signing up clients, quick consultations, and marketing**
- **No Office type usage of the booth is allowed**
 - **Example: Legal or legal form preparation is NOT allowed at the booth to protect privacy of all involved**
- **These booths are only allowed during Jumaa, Ramadaan (Taraweh), and Special Events(there maybe a different price and/or contract for special events)**
- **Please allow up to 7 days for processing of this application** * Vending spaces are **limited**. They will be assigned on a first-reserved & paid / first-served basis. * Non Food Vendors, who are covered in this contract, may **not** sell ANY drinks. Refer to above stipulation. * Activities / display / stall / booth **must** be confined to the assigned booth space and **must not** obstruct view or access to surrounding walkways, exits, or other booths. * Please bring your own signs, tape, scissors, markers ladders, and other supplies * Either party up to 24 hours before the events' occurrence may cancel a booth contract. * ADAMS reserves the right to cancel this flier contract and if cancellation occurs a pro-rated amount of the cost paid by day will be refunded to vendor * Vendor can cancel the flier contract, but no money will be refunded
- (The vendor bears all responsibility and liability when selling and distributing their products and agrees to and hereby indemnifies, fully and absolutely, *ADAMS*, their Board of Trustees, officers, agents, employees, etc. Anything not detailed or described in this contract will be decided and ruled on by the sole discretion of the ADAMS Center

Pricing:

1) Booths:

- A) ADAMS Fundraising Project – Free B) ADAMS PROJECT or COMMITTEE - FREE
- C) INFORMATION BOOTH FOR NON-PROFIT GROUP– Free
- D) Sales of NON-FOOD Booth for Non-PROFIT or Home Based
 - a. \$20(Fridays) b) Ramadaan/Taraweh - \$10 a night or \$60 a week
- E) SMALL BUSINESS PER BOOTH PER JUMAA –
 - a. \$40(Fridays)/Approved Percentage
 - b) Ramadaan/Taraweh - \$10 a night or \$60 a week
- F) CORPORATE BUSINESS PER BOOTH PER JUMAA is \$100

2) Fliers:

- A) PRICE PER FLIERS PER MONTH FOR PROFIT-BUSINESS - \$25
- B) PRICE PER FLIERS PER MONTH FOR CLASSIFIEDS - \$15
- C) PRICE PER FLIERS PER MONTH FOR NON-PROFIT-ORGANIZATIONS – FREE

3) Posters

- A) PRICE PER POSTER (up to 11x17) PER MONTH FOR PROFIT-BUSINESS - \$35
- B) PRICE PER POSTER PER MONTH FOR NONPROFIT-ORGANIZATIONS – FREE

4) Display Cabinet

- A) PRICE PER ITEM IN DISPLAY(up to 2 foot by 1 foot x 1 foot) PER MONTH FOR PROFIT-BUSINESS - \$25

5) EMAIL(two emails at specified date and time)

- A) HOME BASED or SMALL BUSINESS - \$25 B) CORPORATE BUSINESS - \$75

6) Business Seminar –\$100 includes a library or classroom rental (Fill out Hall Rental Form)and to advertise it thru 3 emails, newsletter, announcements

7) Mail Direct Advertising will be mailed with other fliers

- A) 500 to 800 addresses: \$300 per 1 regular copy paper page 8.5 x 11 paper flier
- B) 800 to 1200-addresses: \$500 per 1 regular copy paper page 8.5 x 11 paper flier
 - a. will be mailed only on one of these date as you choose mailings: March 1, June 1, September 1, and December 1, or special ADAMS Mailings,

Payment Terms: There will be a \$25 charge if your check bounces.

(The vendor bears all responsibility and liability when selling and distributing their products and agrees to and hereby indemnifies, fully and absolutely, ADAMS, their Board of Trustees, officers, agents, employees, etc. Anything not detailed or described in this contract will be decided and ruled on by the sole discretion of ADAMS)

As an authorized agent of my business or organization, I have read and understood the Non-Food, Non-Profit Vending Booth Contract. I agree to abide by the terms and conditions of this contract.

Printed Name & Title (owner/manager/coordinator.)

Signature & Date

Federal Tax ID or Social Security Number

Company or ADAMS Committee: _____ Tel# (W): (____) _____

Address: _____ Tel# (H): (____) _____

City/State/Zip: _____ Fax#: (____) _____

Total Payment Sent _____ **Non Profit Group:** YES or NO **ADAMS FUNDRAISING PROJECT:** YES NO

Products you will sell: _____
(No food items allowed)

1) Booths: - Friday, Saturday, Sunday or an ADAMS event (if approved)

- ____ ADAMS Fundraising Project – Free _____ ADAMS PROJECT OR COMMITTEE Free
- ____ NON-PROFIT GROUP - INFO Booth– Free
- ____ NON-Profit or Home Based Sales of Non-Food
\$20(Fridays or Festivals) b) Ramadaan/Taraweh - \$10 a night or \$60 a week
- ____ SMALL BUSINESS(less than 5 employees) –
a) \$40 or approved percentage of profit _____ % (Fridays or Festivals)
b) Ramadaan/Taraweh - \$10 a night or \$60 a week
- ____ CORPORATE BUSINESS PER BOOTH PER - \$100

2) Fliers:

- ____ PRICE PER FLIERS PER MONTH FOR PROFIT-BUSINESS - \$25
- ____ PRICE PER FLIERS PER MONTH FOR CLASSIFEDS - \$15
- ____ PRICE PER FLIERS PER MONTH FOR NON-PROFIT-ORGANIZATIONS – FREE

3) Posters

- ____ PRICE PER POSTER (up to 11x17) PER MONTH FOR PROFIT-BUSINESS - \$35
- ____ PRICE PER POSTRT PER MONTH FOR NONPROFIT-ORGANIZATIONS –FREE

4) Display Cabinet

- ____ PRICE PER ITEM IN DISPLAY(up to 1 foot by 1 foot x 1 foot) PER MONTH
FOR PROFIT-BUSINESS - \$55

5) EMAIL(two emails at specified date and time)

- ____ HOME BASED or SMALL BUSINESS - \$25 _____ CORPORATE BUSINESS - \$75

6) Business Seminar – Must rent a room in accordance with prices listed on Hall Rental Form and to advertise it thru 3 emails, newsletter, flier, announcements -

- ____ HOME BASED or SMALL BUSINESS - \$40 _____ CORPORATE BUSINESS - \$100

7) Mail Direct Advertising will be mailed with other fliers, as well

- ____ 500 to 800 addresses: \$300 per 1 regular copy paper page 8.5 x 11 paper flier
- ____ 800 to 1200-addresses: \$500 per 1 regular copy paper page 8.5 x 11 paper flier
- will be mailed only on one of these date as you choose unless you pay for 2 or more mailings: **Please Circle a date: Special Mailing, March 1, June 1, September 1, December 1,**

TOTAL PRICE _____ **End of Contract Date** _____

APPROVAL by ADAMS Officer or Executive Director

Printed Name & Title

Signature & Date