

**NATIONAL INFANTRY MUSEUM FOUNDATION AND SOLDIER CENTER**  
**BRIDE-TO-BE VENDOR AGREEMENT**

February 19, 2017

5:00 – 7:00 pm

Thank you for agreeing to join us for the National Infantry Museum and Soldier Center (“NIMSC”) Bride-to-Be Celebration! The NIMSC is managed and supported by the National Infantry Foundation (“NIF”), a non-profit, charitable organization. Our facility provides for the safety and comfort of our visitors and abides by all applicable laws, regulations and ordinances. We likewise ask those using the facility to adhere to certain requirements.

We ask that you sign this Agreement and return it to us via fax, email, or post by February 3<sup>rd</sup> as well as the non-refundable payment of the \$100.00 vendor fee via our e-tap link provided. If we do not receive your contract and payment at that time, we may seek another vendor to fill your slot. We only have a certain number of slots available to preserve the nature of the event.

**General Guidelines**

- Photographs of this event may be used for marketing purposes.
- Vendors may not sell / distribute contact information collected at this event to third parties.
- No sales of goods are permitted at any event without express permission of the Director of Events.
- Live animals are also forbidden (with the exception of service animals).

**Decoration Guidelines**

- **The NIF completely forbids glitter, confetti, fog machines, pyrotechnic machines, fireworks, helium balloons, bubbles, stickers, or taper candles inside the building. You will be asked to remove the offending items or your participation may be cancelled. You will be financially responsible for cleaning or repair.**
- Only free-standing decorations are allowed - nothing may be affixed to the walls in any manner.
- No decorations on Museum displays are permitted.

**Loading dock / Security Entrance Usage**

- Vendors may use our Loading dock / Security Entrance if they have signed up for a load-in / load-out time slot. We must have a delivery /removal time or Security personnel may not allow entry.
- Vendors may not park in the loading dock or employee parking areas. After unloading / loading their equipment, they must move their vehicles.
- The NIMSC has limited material and staff capabilities for loading and set-up, to include use of handcarts or utility carts. **Vendors must be prepared to unload / load and set-up on their own.** The NIMSC will assist where possible.

Vendor agrees to indemnify and hold the NIF and the U.S. Army harmless against and from any injury, expense, damage, liability or claim of any nature whatsoever asserted against or imposed upon Foundation and/or the U.S. Army by any person whomsoever on account of Vendors (including Vendor’s customers, invitees, agents, licensees, guests, or employees) use or occupancy of the rented premises or the common areas adjacent there to.

The undersigned understands and accepts the terms included in the NIMSC’s Vendor Agreement. Vendor has briefed its employees, owners, and clients on the information provided in this document, and understand that these terms are subject to change at the discretion of the National Infantry Foundation, Inc.

Vendor takes full responsibility for the behavior of its employees and guests, and also takes full responsibility for all materials rented, delivered, or otherwise used on the Museum and Soldier Center premises and for their proper disposition. Vendor takes full responsibility for any and all liability, loss cost, and/or damage resulting in any way from the use of the facilities. Based upon inspection by approved NIMSC personnel, additional charges may be assessed for any damage to the facility.

Note: The NIF staff, specifically, the Executive Director has the sole and unlimited discretion over any issues not addressed by these policies. Any questions or concerns shall be addressed with the Executive Director.

Name		Signature	
Date		Company	
Phone		Email	

Events Department of the National Infantry Foundation  
Phone: (706) 685 - 5809 Fax: (706) 653 - 8368  
[kwilson@nationalinfantryfoundation.org](mailto:kwilson@nationalinfantryfoundation.org)

1775 Legacy Way, Suite 220 Columbus, GA 31903