



**2020 AKC Rally® National Championship
2020 AKC National Obedience Championship
Friday, June 26 – Sunday June 28, 2020
Roberts Centre/Royal Canin Ring
Wilmington, Ohio**

VENDOR AGREEMENT

Company Name: _____

Contact Person at the Event: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Business Phone #: _____ Cell Phone #: _____

E-mail: _____

Product/Service to be sold: _____

(Check All that apply)

Booth size: (10' x 10') @ \$375 (10' x 20') (largest booth size available) @ \$625

All booths are available on a first-come, first-serve basis with proper paperwork and fees. Vendors are provided with one 8' table with 1 floor length linen and 2 chairs at this event. Additional tables and chairs are available to rent for the event as follows:

of 8' Tables needed _____ @ \$25.00 each # of Chairs needed _____ @ \$4.00 each

Electricity needed, please indicate how many outlets? Choice one: 1 plug @ \$40 2 plugs @ \$80

Vendors must provide their own (up to) 50' extension cord and power strip to plug into existing 110V power outlets. Vendors must submit the number of power outlets necessary to run their booth and will only have this number of power outlets available. Each 110V outlet is \$40.

You may pay the Vendor Fees by Check, Money Order or Credit Card. If paying by credit card, please call Lisa Liggins at (919) 816-3816. **DO NOT EMAIL CREDIT CARD INFORMATION**

**PLEASE RETURN THE FOLLOWING ITEMS UPON REGISTRATION
UNLESS OTHERWISE SEPCIFIED BELOW**

Completed agreement will be accepted on a first-come, first-serve basis & incomplete agreements will be denied and returned.

- Signed Two-Page Agreement
- Payment payable to the **American Kennel Club** for Vendor Booth fees
- Certificate of Insurance must be received by **May 27, 2020** and must meet the additional insured requirements shown on page 2, or vendors will not be allowed to attend the event.

Both addresses must be list on Certificate of Insurance as follows:

American Kennel Club, 8051 Arco Corporate Drive, Ste 100, Raleigh, NC 27617-3390
Roberts Centre/Royal Canin Ring, 123 Gano Road, Wilmington, OH 45177

Send completed agreement with fees and Certificates of Insurance to:

If mailing:

AKC – Lisa Liggins
Attn: NOC Vendor Agreement
PO Box 900050
Raleigh, NC 27675-9068

Or Overnight deliveries may be sent to:

AKC – Lisa Liggins
Attn: NOC Vendor Agreement
8051 Arco Corporate Drive, Suite 100, Raleigh, NC 27617-3390

Overnight or certified mail must be sent with the "No Signature Required" waiver signed.

If faxing: (919) 816-4204, Attn: Lisa Liggins

If E-Mailing: send PDF email attachment to AKC-NOC@akc.org

For AKC use only:	CC, MO or		
Date Received _____	Check # _____	Amount \$ _____	Request # _____



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Terms and Conditions

1. AKC reserves the right to select the type of merchandise to be sold at this show and limit the number of vendors with related items.
2. No sharing or subletting of vendor space is permitted.
3. There will be **NO** reservations taken over the phone nor will a vendor space request be accepted without the AKC receiving the necessary forms and fees. No later than **May 27, 2020** all vendors must provide a **Certificate of Insurance** in the amount of **\$1,000,000** per occurrence Commercial General Liability; **\$2,000,000** General Aggregate; **\$1,000,000** Products/Completed Operations Aggregate; **\$50,000** Fire Damage (any one fire), and must name **The American Kennel Club, Inc., 8051 Arco Corporate Drive, Ste 100, Raleigh, NC 27617-3390, Roberts Centre/Royal Canin Ring, 123 Gano Rd, Wilmington, OH 45177 and Holiday Inn Roberts Centre as additional insureds**. If a certificate of liability insurance is not received by the deadline, the Vendor will forfeit the space and all payments.
4. **Cancellations received by May 15, 2020 will be refunded in full if AKC can locate a vendor to rent the cancelled space. No refunds will be issued after May 15, 2020.**
5. Vendor will not be permitted to bring in any food or beverage items into the event site to be consumed, sold or given away.
6. Vendor will not be permitted to photograph in ring performances for personal or professional works. Only the official AKC photographer is approved to take photographic images at this national event.
7. Vendor shall not bring in anything that will increase the fire hazard or the rate of insurance on the Event site. Vendor shall not bring any hazardous property without the consent of the AKC and the owner of the Event site.
8. AKC reserves the right at any time to require Vendor to remove any furniture, fixtures, lighting, wiring, exhibits or other things that may be a hazard as AKC in its sole discretion may determine or as requested by the owner of the event site.
9. Vendor shall be solely responsible for any legal liability arising out of or relating to any products or services sold, offered or provided by Vendor or any and all claims for loss or injury which may be alleged to have been caused directly or indirectly by Vendor. Vendor agrees to indemnify, defend and to hold AKC, its officers, directors, employees and agents and the Roberts Centre, Royal Canin Ring, Holiday Inn Roberts Centre harmless from and against any and all liability, loss, damages, claims, or causes of action, including reasonable legal fees and expenses, arising out of or related to any products or services sold, offered or provided by Vendor or any and all loss or injury which may be alleged to have been caused directly or indirectly by Vendor.
10. Vendor accepts the booth space as is and shall leave the space in the same condition as received. If the building, equipment or facilities are damaged or destroyed in any way by Vendor, its agents, employees or volunteers the same shall be replaced or repaired by Vendor immediately.
11. Vendor shall run its booth in an orderly and lawful manner, and in compliance with all applicable federal, state and local laws, rules and ordinances.
12. Vendors traveling with dogs must keep dogs secured in a crate at all times at their vendor booth; except when entering and exiting the facility. All dogs must be on a non-retractable leash when at the show site.
13. **USE OF THE AKC AND/OR NOC/RNC LOGO ON ANY MERCHANDISE IS PROHIBITED UNLESS WRITTEN PERMISSION IS GRANTED.**

Vendor spaces will be pre-marked, and the set-up day and time will be announced no later than June 19th, 2020. No one will be allowed to set up before the announced day and time. The estimated time of departure will be approximately 2 hours after the conclusion of the final awards. An estimated time will be announced before the event dates. Vendor agrees to clean up and remove all concessions and property by **7:00 p.m. Sunday, June 28, 2020**. Vendor is responsible to clean up their space daily and keep all areas in and near its booth free from obstruction.

In witness whereof, the parties hereto have executed this Agreement by persons duly authorized on the date and year appearing below. *By completing and signing this agreement you are willing to adhere to the terms and conditions listed above.*

Vendor Name: _____

(print legal name)

By: _____

Title: _____

Date: _____

VENDOR SIGNATURE: _____

By signing above, the vendor affirms they have read and agree to the above-listed terms and conditions. Failure to abide by these terms and conditions will result in forfeiture of all monies paid and the vendor will be asked to leave the premises immediately.

For AKC use only:	CC, MO or	Amount \$	Request #
Date Received _____	Check # _____	_____	_____