



VENDOR SPACE AGREEMENT
141st ANNUAL SESSION June '2016
 Prince Hall Grand Lodge of Kansas and its Jurisdiction

For the **Annual Session of the Prince Hall Grand Lodge** to be held June __, 2016 to June __, 2016 at the Ramada Convention Center, Downtown Topeka, KS.

PHONE: (785) 234-5400 FAX: (785) 233-6274 WEB: www.topekaramada.com

Company Name: _____

Type of Business: _____

Contact Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Phone: _____

Email: _____

June __, 20__ thru June __, 20__ Grand Lodge Session

<i>Description</i>	<i>Cost</i>	<i>Qty</i>	<i>Sub-Total</i>
Large 4' to 5' 8" ft. tables	\$ 275.00		
Medium 2' to 3' 8" ft. tables	\$ 185.00		
Small 1' 8" ft. table	\$ 100.00		
Total			

Add June __, 20__ York Rite Session

<i>Description</i>	<i>Cost</i>	<i>Qty</i>	<i>Sub-Total</i>
Large 4' to 5' 8" ft. tables	\$ 90.00		
Medium 2' to 3' "8 f.t tables	\$ 55.00		
Small 1' 8" ft. table	\$ 20.00		
Total			

Maximum of 5 tables per vendor

AGREEMENT

This agreement made the _____ day of _____ by the Prince Hall Grand Lodge of Kansas, hereinafter called the Lessor and _____, hereinafter called the Lessee.

In consideration of the lease and covenants herein reserved and contained on the part of the lessee party to be paid. The lessor does hereby convey unto the lessee *party vendor space from 0800, June __, 20__ to 1700, June __, 20__ inclusive*, said space for the purpose of displaying lessee party’s goods, service or products and the sale of the same, which will include electrical accommodations at the lessee party’s request. Lessee party may request to move setup time to 0800 June __, 20__ at additional cost noted above.

The lessee party is to pay in advance and in full the above stated lease payment on or before Friday, May __, 20__. Additional vendor space is available to the lessee party, at the time of the event, for an additional \$20 per table, per day, payable in full prior to delivery and set up of requested table (s).

Your payment shall be mailed to:

Grand Treasurer
Prince Hall Grand Lodge of Kansas
Address _____
Make checks payable to: Prince Hall Grand Lodge of Kansas

The lessee agrees that all stands and display booths shall be self supporting and shall not require attachment to the premises, and that the lessee shall not do any damage to the walls, floors or any part of the premises, nor use any tack, nails or other sharp objects upon the walls, floors or fixtures of the premises, nor attach any display thereto

The lessee shall be responsible for any damage occasioned by his use of the premises, and shall not make or permit any waste or damage to the premises. The lessee agrees, to and shall pay all expenses and cost charged for the transporting, moving in, or erecting dismantling, moving out or any other such expense or cost related to the exhibition of the goods, services or products. The lessee shall secure any license or permit required of the city of _____ Kansas and pays all license fees and taxes required by any municipal, state or federal regulation.

BY _____
Lessor Date

BY _____
Lessee Date

Note: No agreement is final until signed by the Lessor and returned “Approved” to the Lessee Party.

OFFICE USE ONLY	<i>Do not write in this box</i>
Date Received: _____	Amount Received: _____ Doc #: _____