



**MOUNTAIN POST SPOUSES' CLUB
SUPER SIGN-UP
VENDOR AGREEMENT AND CONTRACT
2020-2021**

Dear Friends of MPSC,

Welcome to our 2020-2021 board year! We are excited to invite you to join us as a vendor for our annual Super Sign-Up Membership Drive. Due to COVID restrictions, this year's event will be a drive-thru event held on **Thursday, August 27th** from 10:00am-2:00pm on Fort Carson, with an accompanying live "telethon" and virtual vendor fair. We anticipate this year's drive-thru event will draw between 100-125 individuals and will be a great opportunity to promote your business or organization to a large group of Fort Carson spouses.

The following pages highlight our various vendor opportunities for this year's membership drive, as well as our policies and procedures. This contract is to document the agreement between the Mountain Post Spouses' Club (MPSC) and vendors for the 2020-2021 Super Sign-Up event. If you are not able to participate in Super Sign-Up, please be on the lookout for information about future opportunities.

Online registration for Super Sign-Up will begin on Tuesday, August 4th. Please visit our website www.mpsc.us for online registration and payment. If you prefer to pay via check, you may complete the attached form and send it to the email address below. Checks can be made payable to MPSC and mailed to:

MPSC
% Super Sign-Up
P.O. Box 13236
Colorado Springs, CO 80902

While things may look a little different this year than in year's past, we are dedicated to making our event inviting and entertaining. We are deeply appreciative of your interest in being a vendor at our event and your support of MPSC and the Fort Carson community. If you have any questions, please feel free to contact me via email at vendorrelations@mpsc.us.

We look forward to hearing from you soon!

Best Regards,

Aggie Berta
Vendor Relations Coordinator



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VENDOR LEVELS:

- Columbine (\$10) – Vendors will have the opportunity to include information (including literature or fliers) and samples in each membership in swag bag
- Cheyenne Mountain (\$15) - Vendors will receive the benefits included in our Columbine level, plus the opportunity to be featured during our virtual vendor fair to be held the week prior to Super Sign-Up. Companies and organizations can submit fliers, a 1-2 minute video, or pictures to promote their organization.
- Pikes Peak (\$25) - Vendors will receive all the benefits of the previous levels, plus have the opportunity to be interviewed during the live “telethon” that will run during the event on the MPSC FB page.
- On Post Organizations and Private Orgs - On post organizations will be provided the opportunity to be a Cheyenne Mountain level vendor at no cost. Please contact our Vendor Relations Coordinator for more details or to sign up.

POLICIES AND PROCEDURES:

The Mountain Post Spouses' Club Vendor Coordinator reserves the right to accept or deny any vendor. If you are accepted as a vendor, you must enter into a contract with MPSC and the following will be agreed upon:

VENDORS:

The application and online payment can be found on our website: www.mpsc.us. Reservations can be made beginning Tuesday, August 4th. In order to reserve your spot, vendors must submit their application and pay in-full, within 72 hours of application receipt. MPSC reserves the right to contract another vendor if payment is not received within the denoted timeframe.

Only one vendor per home-based company will be allowed. However, there may be more vendors who sell similar items (i.e. two vendors selling cookware).

MPSC reserves the right to accept or deny vendors that do not follow the policies, as stated, or who do not align with the mission of the Club.

SWAG BAG:

All vendor levels may provide items of their choosing to be included in our member swag bags (to include literature, fliers, samples, etc.). Bags will be distributed to all members who attend Super Sign-Up, as well as those who sign-up after our membership drive. Information or “swag” is the responsibility of the vendor and must be received **NLT 22 August 2020**. We kindly ask that enough material be provided for a minimum of 125 bags. Please contact the Volunteer Coordinator to arrange for delivery or pick up of items. Please note, exceptions can be made on a case-by-case basis if items are arriving late, but prior to the event.



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LIABILITY:

The Vendor shall in no way hold the MPSC responsible for broken, lost, stolen, or damaged items due to fire, water, weather, or any other causes.

DOOR PRIZE:

Vendors are encouraged to donate a product or gift certificate suitable for use as a door prize (suggested value \$10-\$15). Door prizes will be "raffled" off and announced throughout the Super Sign-Up event on the FB Live feed. All members who sign up prior to Super Sign-Up or during the event will be eligible for door prizes. So that we may appropriately give you credit, please identify the door prize by attaching a business card to the prize. The card will remain with the prize when awarded.

CANCELLATIONS:

If a vendor needs to cancel, please notify the Vendor Coordinator 10 days prior to the event. Failure to do so may result in the forfeiture of all fees.



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Please complete and return the following form to the Vendor Coordinator via email or register online at www.mpvc.us. Vendor slots are reserved on a first come basis, with full payment. You will be notified as soon as your application is reviewed.

I understand and agree to the provisions herein, and request to be an MPSC vendor for this year's Super Sign-Up event on Thursday, August 27th, 2020.

Name of Business: _____

Contact Name & Title: _____

Address: _____

Email: _____

Phone Number: _____

Description of Business: _____

Door Prize Description/Value: _____

Signature: _____

Vendor Option Chosen:

- Columbine - \$10
- Cheyenne Mountain - \$15
- Pikes Peak - \$25
- On-post Organization/Private Org.

FOR CLUB USE:

Date Received: _____

Paid Date: _____

Accepted/Declined: _____