



www.brightwooddc.com

The Brightwood Community Association, Inc.
PO Box 55104 Brightwood Station
Washington, DC 20011

BRIGHTWOOD Day 2009

General Information Sheet

Event Background

The Brightwood Community Association, Inc. (BCA) will host a summer celebration of the diversity and energy of the Brightwood Community at "Brightwood Day 2009." This fun-filled, family-friendly event will take place outdoors on Saturday, July 18, 2009, from 12pm - 6pm at the Neighborhood Pavilion on Piney Branch Road NW between Sheridan and Tuckerman Streets NW. Brightwood Day is co-sponsored by Ward 4 Councilmember Muriel Bowser as well as several generous sponsors including ANC 4A, Blue Skye Construction, Missouri Avenue Partners, At-Large Councilmember Kwame Brown, Beacon Brightwood Business Alliance (BBBA), MPD PSA 402, Emory Beacon of Light, Inc., and other local businesses, donors and volunteers. Activities aimed at all age groups will be the theme of this event. Brightwood Day will provide an opportunity for Brightwood residents of all ages to get to know and interact with one another, as well as for businesses and organizations to showcase/sell products and services in the marketplace.

Event Date/Time

- Primary Date: July 18, 2009 – 12pm-6pm
- Rain Date: July 25, 2009 – 12pm-6pm

Event Set-Up/Break Down

- Event set-up will begin promptly at 10:30am.
- Event break down will begin promptly at 6pm and end at 7:30pm.
- All Vendors/Exhibitors, volunteers, organizations, and affiliates are expected to set-up, break down, and clean their designated areas during the specified times.

Activities

- Community Marketplace – Local businesses and organizations to showcase and sell products and services; Marketplace also includes a book and clothing exchange and book reading for children.
- Live Entertainment – Local bands and entertainers to share their talents with the community.
- Food – Hotdogs, hamburgers, chips, soda, sno cones, and popcorn for a minimal price.
- Mobile Units – Dept. of Employment Services,
- Moonbounce, Dunk Tank, Potato Sack Races, Pinata

Vendor Space Rental

- All Vendors/Exhibitors will be provided with a space approximately 8 x 6 ft for vending/display.
- The Event Sponsor will provide each vendor/exhibitor with a 6' x 30" banquet table for product display/vending unless otherwise noted in Vendor Agreement.
- Subletting of vending/exhibiting spaces is prohibited. Two or more companies/organizations may not vend/exhibit in a single space without Event Sponsor's prior written approval.

Vendor Responsibilities

- Please see Vendor Agreement
- All Vendors/Exhibitors responsible for set-up, breakdown, maintenance of area, and clean up of area.



The Brightwood Community Association, Inc.
P.O. Box 55104 Brightwood Station
Washington, DC 20011

BRIGHTWOOD DAY 2009 VENDOR AGREEMENT

This signed form will confirm the agreement to exhibit/vend products and/or services at the Brightwood Day 2009. to be held on July 18, 2009, at the outdoor Community Pavilion, Piney Branch Road and Tuckerman Street, NW, Washington, DC, and sponsored by the Brightwood Community Association (EVENT SPONSOR).

It is hereby agreed that _____ (VENDOR) will abide by the rules and regulations printed in this agreement. VENDOR's signature shall constitute a binding contract between EVENT SPONSOR and VENDOR.

1. EVENT SPONSOR reserves the right to determine the eligibility of any VENDOR, VENDOR's representative, and/or product to be exhibited/vended.
2. EVENT SPONSOR reserves the right to reject, eject, or prohibit any VENDOR, VENDOR's representative and/or product.
3. Any and all deposits and/or payments on vending/exhibiting spaces are non-refundable.
4. In the event of any cause beyond the EVENT SPONSOR's reasonable control that prevents this event from occurring (i.e., war, fire, strike, emergency, and/or acts of God), EVENT SPONSOR reserves the right to retain VENDOR payments for expense compensation.
5. EVENT SPONSOR does not guarantee event attendance, however, EVENT SPONSOR shall put forth best efforts in the promotion of this event so as to generate crowds and increase attendance.
6. Subletting of vending/exhibiting spaces is prohibited. Two or more firms may not vend/exhibit in a single space without EVENT SPONSOR's prior written approval.
7. VENDOR and VENDOR's representatives agree to conduct themselves in a manner that is appropriate to the integrity of the event attendees, fellow VENDORS, event management, and staff. EVENT SPONSOR reserves the right to expel VENDOR immediately, without recourse, for violations of this clause.
8. Distribution of samples and promotional-type literature is restricted to the confines of the vending/exhibiting space.
9. VENDOR agrees to be solely responsible for General Excise Tax, Business Fees and/or any Government fees related to their vending/exhibiting.
10. EVENT SPONSOR assumes no liability for theft or loss to VENDOR of any kind.
11. Insurance is the sole responsibility of VENDOR.
12. VENDOR hereby assumes all responsibility and agrees to protect, indemnify, defend and save EVENT SPONSOR, EVENT SPONSOR's affiliate organizations, EVENT SPONSOR's and/or affiliate organization's employees, representatives, and agents harmless against all claims, losses, and damages to persons or property, governmental charges or fines, expenses and attorney's fees arising out of or caused by VENDOR's installation, removal, maintenance, occupancy or use of the vending/exhibiting space or premises or any part thereof.
13. VENDOR stipulates that VENDOR has read, understood and agrees to abide by stipulations detailed in the **General Information sheet attached to, and thereby made part of, this agreement.**
14. Any matter not specifically covered in this contract shall be subject solely to the decision of EVENT SPONSOR, and EVENT SPONSOR's decision shall be final and immediately binding on VENDOR.

I have read this Agreement in its entirety and agree to abide by the conditions stated above. Only the following products and/or services, as listed on the VENDOR APPLICATION, are approved.

Products: _____

Services: _____

Fee: _____ **\$50.00 (if selling products/services from space: Vending/Exhibiting)** x _____ **Tables = \$** _____

_____ **\$25.00 (if no sales to be made from VENDOR space: Exhibiting only)** x _____ **Tables = \$** _____

Cash or checks accepted. Make checks payable to the Brightwood Community Association, Inc.

For the VENDOR:

Signature: _____

Print Name: _____

Address: _____

Phone/Email: _____

Date: _____

For the SPONSOR:

Signature: _____

Name/Title: _____

Date: _____

For Official Use Only:

PD FD/BV NNFD PRI