



**BSL Educational Foundation, Inc.**

**The 5<sup>th</sup> Annual Step Into Wellness:  
Hartford Step-Off Classic & Health Expo**

**Vendor Contract**

April 3, 2010

[www.hartfordstepoff.com](http://www.hartfordstepoff.com)  
[www.hartfordalphas.com](http://www.hartfordalphas.com)

BSL Educational Foundation, Inc.  
Greater Hartford  
PO Box 335  
Hartford, CT 06141

Dear Friend & Perspective Vendor:

On Behalf of the 2010 HSOC Committee it is my pleasure to invite your vending company to participate in The **5th Annual Step Into Wellness: Hartford Step-Off Classic & Health Expo.**

This year, the Health Fair & Step Show is scheduled to be held at The Bushnell Center for the Performing Arts 166 Capitol Avenue, Hartford CT 06106. If your company is interested in vending this year, **the cost for table space at the show is \$100.00 for one 6 foot table). There will be a \$50 charge for additional tables.**

Vending will begin on Saturday morning and extend through Saturday evening. We anticipate over 2800 attendees. Please take a moment and complete the attached Vendor Contract and forward it to my attention **No Later Than, Friday, March 19, 2010** at the stated address.

As you prepare to participate in an outstanding show, please know that space is limited and all tables will be sold on a First Come, First Served Basis. Please visit [www.stepoffclassic.com](http://www.stepoffclassic.com) to assist you in your decision making process.

Should you have any further questions that I may be able to address in the interim, or if you would like to reserve your table today, please feel free to contact Kenneth T. Summers at (203) 906-0897 or e-mail [\\_HSOCvendors@hartfordalphas.com](mailto:HSOCvendors@hartfordalphas.com).

Thank you for your time and consideration in this most important matter. We look forward to having you!

Sincerely,

Kenneth T. Summers  
Vendor Chairperson  
Alpha Phi Alpha Fraternity, Inc.  
Beta Sigma Lambda Chapter  
PO Box 335  
Hartford, CT 06141  
203.906.8897  
[\\_HSOCvendors@hartfordalphas.com](mailto:HSOCvendors@hartfordalphas.com)  
[www.hartfordalphas.com](http://www.hartfordalphas.com)

BSL Educational Foundation, Inc.  
**2010 VENDORS CONTRACT**

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Description of Items to Be Sold: \_\_\_\_\_

Number of Tables Needed: \_\_\_\_\_ Small Booth(s) \$100.00 ea. (6-foot tabletop)

Additional Table Needed: \_\_\_\_\_ \$50 charge for additional tables

**Terms & Conditions:**

As the official representative for the \_\_\_\_\_ Company, I do hereby understand that table space purchased at

**The 5th Annual Step Into Wellness: Hartford Step-Off Classic & Health Expo** is done so on a First Come, First Served Basis ONLY! Furthermore, I understand that the sum total of the cost for each table must be forwarded to the attention of Mr. Kenneth T. Summers, HSOC Vendor Chairman **No Later Than March 19, 2010**, with all checks and/or money orders made payable to BSL Educational Foundation, Inc. Upon receipt of vendor's fees, the HSOC Vendor Chairman will contact me to confirm receipt and answer any additional questions that I may have.

**All fees must be paid prior to set-up.**

Acknowledge & Agree: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only**

Approved By: \_\_\_\_\_

Date Received: \_\_\_\_\_

**2009-2010 Season**  
**Merchandise Sales Policies**

**Event: The 5th Annual Step Into Wellness: Hartford Step-Off Classic & Health Expo**  
**Date: April 3, 2010**

Welcome to The Bushnell Center for the Performing Arts!

The following is a list of Bushnell policies and state laws regarding retail sales:

**Commission Structure and Fees**

1. The Bushnell will receive a 15% commission (excludes 6% Connecticut sales tax) on all merchandise sales from organizations and companies providing their own staff to sell merchandise.
2. If The Bushnell provides staff to sell merchandise, The Bushnell will receive a 25% commission (excludes 6% Connecticut sales tax) on all merchandise sales.
3. Settlement will take place immediately following the show with a Bushnell Assistant House Manager. Pre-approval is required if a vendor is unable to settle immediately after the show. The vendor will be required to e-mail or fax the total due in commission to The Bushnell by 3:00pm the next day.

**Bushnell Policy**

1. Please use only your designated area for selling unless otherwise approved.
2. Do not obstruct the flow of pedestrian traffic (i.e., chairs in front of your selling area, merchandise in front of doors or stairs) for the safety of our patrons and to comply with fire code.
3. Do not obstruct any plaques or signs.
4. Do not hang merchandise from the walls, doorways, plaques, light fixtures, etc.
5. Do not tape items to the walls without approval from the Front of House Manager.
6. Disposal of any empty merchandise boxes in designated recycling areas is required prior to the house opening to the public

**Phone Lines**

1. A phone line can be provided to you at a cost of \$45.50
2. Each additional phone line will cost \$45.50 per line.
3. Requests for phone line(s) should be made at least 2 weeks prior to the performance date. Additional fees may apply.

**State Laws**

1. Clothing individually priced under \$50.00 is not subject to state sales tax. Clothing over \$50.00 and all gift paraphernalia is subject to the 6% Connecticut State Sales Tax.
2. When taking a check, you may take a customer's license information and may check a credit card to verify their identification but may not write their credit card number down.
3. Consumers may not be charged more for a credit card purchase than a purchase by cash or check.

**Connecticut Sales Tax**

The Bushnell will collect and submit 6% Connecticut sales tax to the State of Connecticut Department of Revenue for all merchandise sales (excluding clothing individually priced under \$50.00)

Vendors licensed to sell in the State of Connecticut can submit 6% Connecticut sales tax directly to the State of Connecticut, however, The Bushnell will require documentation from the vendor stating that they are CT licensed vendor, including their sales tax ID, and assume all responsibilities with reporting and submitting sales taxes to the CT Department of Revenue.

The commission agreed upon is 15%

Assistant House Manager will do the settlement on\_\_\_\_\_.

Contact Signature of Acknowledgement\_\_\_\_\_.