



# DELAWARE AGRICULTURAL MUSEUM

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## ANNUAL WEDDING AND EVENTS EXPO VENDOR AGREEMENT

This Vendor Agreement is made in Kent County, Delaware on \_\_\_\_\_ by the **Delaware Agricultural Museum Association**, hereby known as "Museum," a private, non-profit corporation of the State of Delaware and \_\_\_\_\_, hereby known as "Vendor."

In conjunction with the use of the Delaware Agricultural Museum and Village event space, the Vendor agrees to fully comply with, keep, observe, and perform all the express conditions stated in the Vendor Agreement during the **Wedding and Events Expo**.

The event will be held on **Sunday April 19<sup>th</sup>, 2026, from 1:00 PM to 5:00 PM** Official registration ends Saturday, March 30<sup>th</sup>, or until spaces are filled. Early registration ends Saturday, March 16<sup>th</sup>; vendors who register by then will pay \$70, regular registration is \$80 for an 8' by 8' space.

For many of our guests, it will be the first time inside our ever-changing museum and beautiful indoor and outdoor event spaces. This will be a great opportunity to make professional connections and create great leads for future events.

- **The vendor fee is non-refundable** – the exception being cancellation of the event due to severe weather or other unforeseen circumstances.
- One (1) table will be provided, but there is a limited amount. If a table is not available, you will be informed that you must bring one.
- There are limited electrical sockets throughout the spaces. If you need access to an outlet, please indicate it in the contact info form. Power strips or surge suppressors, though allowed, will NOT be provided.
- **All vendors are to set up 8 AM – 12 PM. Doors open at 12:30 PM.** The event begins at 1:00 PM.
- Vendors are asked to stay for the entire event. Any vendors seen leaving before then will not be invited to participate in future Museum events.
- All confirmed vendors will get unloading/loading instructions **TWO WEEKS** prior to the event. Any additional changes will be given to vendors as soon as possible.
- All decorations must be free standing, and cannot damage the venue floors, or walls. ***Any damage to floors or walls will result in charges equal to the estimated cost of the damage.***
- All vendors are responsible for full set-up and clean-up of their designated space/area.
- We ask all vendors to use the official Delaware Agricultural Museum and Village marketing flyer for the event. The flyer will be emailed to you within one week after event registration. **Do NOT make your own flyer to advertise the event.**

## DELAWARE AGRICULTURAL MUSEUM VENDOR AGREEMENT

- Direct Sales companies cannot have more than one rep from each company at the show. To avoid duplication of Direct Sale vendors, it is important that all vendors complete the vendor application in its entirety so that we can track applicants.

### **Vendor Registration**

Fee: \$80.00 per 8'x8' space

Discount: \$10.00 off when booking by Saturday, March 16<sup>th</sup> or when registering for two spaces

Registration Period: Today through Saturday, March 30<sup>th</sup> (or until all spaces are filled)

Spaces Assigned: First come, first served, based on when we receive your payment

If the event is canceled due to weather, vendors will receive a refund. Please allow up to five (5) business days for processing. Your financial institution determines when the refund will appear in your account.

### **Event Details**

Date: Sunday, April 19, 2026

Time: 1 pm to 5 pm

Admission for Guests: \$8.00 (proceeds support the Museum)

### **Vendor Set-Up**

Set-Up Time: Saturday, 8:00 am to 12:00 pm

No arrivals after 12:00 pm. The gate will close promptly at 12:00 pm. Late arrivals cannot unload and will not receive a refund.

### **Important Vendor Information**

Vendors will be provided 1 table and 2 chairs but must bring any additional needed tables and chairs.

Vendors may park in the designated spaces near the entrance, but may not drive up to the door to unload.

Vendors are required to stay for the full event from 1 pm to 5 pm. Early departures will not be welcomed back.

IN WITNESS WHEREOF, the parties hereto have duly executed this agreement the day and year first above written.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Vendor Name, Print:** \_\_\_\_\_

IN WITNESS WHEREOF, the parties hereto have duly executed this agreement the day and year first above written.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Delaware Agricultural Museum and Village (EIN: 51-0177358)**

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**VENDOR CONTACT INFORMATION**

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

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

Contact Email \_\_\_\_\_

Contact Phone \_\_\_\_\_

Onsite Phone, if different \_\_\_\_\_

Type of Products for Sale \_\_\_\_\_

Is this a Direct Sales Company?  No  Yes Name of company \_\_\_\_\_

\*Please note only one representative from a Direct Sales company will be allowed, on a first-come, first-served basis

Electrical Requested?  No  Yes (Limited outlets available on a first-come, first-served basis)