



## VENDOR BOOTH AGREEMENT Iowa VFW & Auxiliary State Convention

This Vendor Booth Agreement ("Agreement") is entered into by and between the Department of Iowa, Veterans of Foreign Wars of the United States ("Organizer"), headquartered at 3601 Beaver Ave., Des Moines, IA 50310, and the undersigned Vendor ("Vendor") for participation in the "Iowa VFW State Convention" ("Event") to be held on June 26<sup>th</sup> through 29<sup>th</sup>, 2025, at the Holiday Inn Des Moines Airport Conference Center, located at 6111 Fleur Dr., Des Moines, IA 50321 ("Venue").

### 1. Booth Rental

- **Booth Space:** Each booth space measures 8 feet by 5 feet.
- **Fee:** A standard fee of \$100 for the duration of the Event will be charged. Payment must be received in full by June 23<sup>rd</sup>, 2025.
  - The fee will be waived for non-profit organizations and government entities.
- **Power:** Booth rental does not guarantee access to electrical power. Vendors requiring power must make independent arrangements with the Venue.

### 2. Event Details

- **Date:** The Event will take place on June 26<sup>th</sup>, 27<sup>th</sup>, 28<sup>th</sup>, and 29<sup>th</sup>, 2025. Exact setup and teardown times will be provided closer to the Event date.
- **Location:** Holiday Inn Des Moines Airport Conference Center, 6111 Fleur Dr., Des Moines, IA 50321.
- **Point of Contact:** VFW State Adjutant/Executive Director & COO, Russell Saffell, can be reached at [adj@vfwia.org](mailto:adj@vfwia.org) or (515) 255-2139.

### 3. Vendor Responsibilities

- Vendor agrees to set up and maintain their booth in a professional and safe manner.
- Vendor shall comply with all applicable laws, regulations, and Venue policies.
- Vendor is responsible for the security of their property and materials at all times.

**4. Indemnification** Vendor agrees to indemnify, defend, and hold harmless the Organizer, its officers, employees, agents, and representatives from and against any and all claims, liabilities, damages, losses, costs, or expenses (including reasonable attorney's fees) arising out of or related to Vendor's participation in the Event, including but not limited to claims for personal injury, property damage, or violation of any laws or regulations.

**5. Force Majeure** The Organizer shall not be held liable for any failure or delay in performing its obligations under this Agreement due to events beyond its reasonable control, including but not limited to acts of God, natural disasters, pandemics, government restrictions, labor strikes, or any other unforeseen circumstances that render the Event impracticable or impossible.



**6. Acceptance** By signing below, Vendor acknowledges and agrees to the terms and conditions set forth in this Agreement.

**Vendor Organization Name:** \_\_\_\_\_

**Vendor Representative Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Type of Business:** For Profit \_\_\_\_\_ Non-Profit \_\_\_\_\_ Government \_\_\_\_\_

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

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

## **7. Payment Information**

**Pay online by scanning the QR Code below, or at the following link:**

<https://www.zeffy.com/ticketing/iowa-vfw-state-convention-vendor-registration>: *Even if you are a non-profit or government entity, please also register online.*



**Make checks payable to:** VFW Department of Iowa (Memo = “VFW Convention Vendor”)

**Mail to:** 3601 Beaver Ave., Des Moines, IA 50310.

For questions or additional information, contact Russell Saffell at [adj@vfwia.org](mailto:adj@vfwia.org) or by phone at (515) 255-2139.