

**Step Into Wellness & Health Expo:**  
**2013 Hartford Step-Off Classic**

**Vendor Contract**

For

March 30, 2013



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Please Initial: \_\_\_\_\_

Dear Friend & Prospective Vendor:

On behalf of the 2013 HSOC Committee it is my pleasure to invite your vending company to participate in **The 6th Annual Step Into Wellness & Health Expo 2013 Hartford Step-Off Classic (HSOC)**.

This year, the HSOC 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 \$50.00 charge for additional tables.**

Vending will begin Saturday 3/30 at 12:00pm. We ask that you arrive no later than 11:30am for set up. We anticipate over 2800 attendees. Please take a moment and complete the attached Vendor Contract and forward it to my attention 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. To assist in your decision making process, please visit <http://www.hartfordstepoff.com> should you have any further questions. If you would like to reserve your table today, please feel free to contact Norman Graham at (646)549-1340 or via e-mail at [normanigraham@hartfordstepoff.com](mailto:normanigraham@hartfordstepoff.com).

Thank you for your time and consideration in this most important matter.

Sincerely,

*Norman Graham*

Norman Graham  
Vendor Chair  
Step Into Wellness & Health Expo  
Hartford Step-Off Classic  
PO Box 335  
Hartford, CT 06141  
(860) 424-6510

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

**The 6th Annual Step Into Wellness & Health Expo:**

Please Initial: \_\_\_\_\_

**2013 Hartford Step-Off Classic**  
**2013 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: \_\_\_\_\_ \$50.00 charge for additional tables

**Terms & Conditions:**

As the official representative for the \_\_\_\_\_ Company, I do hereby understand that table space purchased at **The 6th Annual Step Into Wellness & Health Expo: 2013 Hartford Step-Off Classic** 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. Norman Graham, HSOC Vendor Chairman 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:

Print \_\_\_\_\_

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

Sign: \_\_\_\_\_

**For Office Use Only**

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

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

**The 6<sup>th</sup> Annual Step Into Wellness & Health Expo:**  
**2013 Hartford Step Off Classic**

Please Initial: \_\_\_\_\_

Date: 3/30/2013

## **2012-2013 Season Merchandise Sales Policies**

Welcome to The Bushnell Center for the Performing Arts!

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

**Vendors wishing to sell merchandise at The Bushnell must possess a valid Connecticut Sales and Use Tax Permit. A copy of the vendor's permit must be provided to The Bushnell no later than 7 days prior to the requested sale date and said permit must be displayed so that it is visible to the public at the mutually agreed upon sales location(s).**

**Vendors who are not currently licensed with the State of Connecticut must submit a Business Taxes Registration Application (Form REG-1) to the Department of Revenue Services in order to obtain a valid Sales and Use Tax Permit.**

To obtain a Connecticut Sales and Use Tax Permit, you must complete **Form REG-1, Business Taxes Registration Application** and remit the **\$100 permit fee**. For information on how to apply and how long it will take to obtain the permit, visit the State of Connecticut's **Registration Webpage**. The permit will be valid for 5 years from the date of issuance.

### **Connecticut Sales Tax**

Vendors are required to submit 6.35% Connecticut sales tax to the State of Connecticut Department of Revenue for all merchandise sales.

### **State Laws**

1. 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.
2. Consumers may not be charged more for a credit card purchase than a purchase by cash or check.

### **Commission Structure and Fees**

1. The Bushnell will receive a 20% commission (excludes 6.35% Connecticut sales tax which vendor must remit to the State of CT) 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 6.35% Connecticut sales tax which Vendor must remit to the State of CT) 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 or merchandise displays 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 \$50.00
2. Requests for a phone line should be made at least 2 weeks prior to the performance date. Additional fees may apply.