

**ADAMS, Dar Al-Hijrah, Masjid Muhammad,
Muslim Association of Virginia, Manassas Mosque**
Eid Celebration Committee

Vending / Exhibition Committee

Ph: (703) 935-0234
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**EID AL-ADHA 2008
NON-FOOD, FOR-PROFIT AND NON-PROFIT,
VENDING BOOTH INFORMATION CONTRACT & TERMS**

Instructions:

- 1) Complete and **FAX** this contract as soon as possible to **reserve** a booth (Booth number and placement is not guaranteed until payment has been received, after which you will be notified regarding your booth assignment).

Fax Completed Contract To: (703) 935-0234 –

Attn: Sr. Uzma Rasheed(dceid06@gmail.com)

- 2) **MAIL** or if you are local, **HAND DELIVER ENTIRE ORIGINAL OF THIS CONTRACT**, completed, signed, and with payment, **BEFORE Nov 28 2008**, to **finalize** the booth rental. Please refer to additional payment and mail information found at the end of this document.
- 3) Upon receipt of your payment, you will receive a receipt with your booth confirmation as soon as the application has been processed. **Bring the receipt with you the day of set-up.**

Information, Contract & Terms:

DATE and LOCATION: Eid could be on Sunday December 7, 2008 or Monday December 8, 2008 based on moon sighting. For updated information regarding Eid you can the website any time at www.dceid.org or you can call 703-935-0234 for Eid announcements. **Eid Prayers and the Celebration will be held at the DC Convention Center (801 Mount Vernon Place, NW, Washington, DC 20001) Hall C on the day of Eid from 9 am to 5 pm.**

VENDOR SETUP: Saturday December 6, 2008 from 2:00 pm until 7:00 pm. There will be **NO SETUP ON THE DAY OF EID**. Vendors must bring all materials inside the building on Saturday, December 6, 2008.

AUDIO/VIDEO: Any Vendor With Illegal Audio/Video Copies That Violate US Copyright Laws Will Be Denied A Booth. All Vendors will have to either arrange a time to have all their products reviewed by a panel and/or at the setup time they will be reviewed thoroughly and denied a booth if they have illegal products.

- Vending spaces are **limited**. They will be assigned on a first-reserved AND paid / first-served basis.
- Vending space will consist of two 8 ft. x 2.5 ft. tables and two chairs in a 10 ft. x 10 ft. x 10 ft. space, covered on at least three sides with 3 ft. or 8 ft. high pipe and drape.
- Non-Food Vendors, who are covered in this contract, **MAY NOT SELL ANY FOOD AND DRINKS**. Refer to above stipulation.
- Activities / display / stall / booth **must** be confined to the assigned 10 ft. x 10 ft. x 10 ft. booth space and **must not** obstruct view or access to surrounding walkways, exits, or other booths.
- The Eid Committee reserves the right to deny booth-space to any party at its SOLE discretion, the Eid Committee also reserves the right to shut down and eject any exhibitor/vendor engaging in illegal or Un-Islamic activities of any kind OR who violate any of the terms of this contract.

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- Please bring your own signs, tape, scissors, markers, ladders, and other supplies, the Eid Committee will do their best to assist Non-Food Vendors by granting access to our equipment and supplies on a first-served basis, and ONLY if time permits, *with the expressed stipulation that such supplies be returned as quickly as possible in order to facilitate the need to assist other vendors. You may or may not be required to leave a form of identification (i.e., driver's license) in order to facilitate a prompt return of unspecified items.*
- No Vendors will be allowed to distribute flyers freely in the crowd or in parking lot. **Flyer distribution may occur at the booth only.**
- Vendors will **NOT** be allowed to have free flowing **helium** balloons to be given out or sold to the public. Air-filled balloons are allowed.
- **Non-Profit vendors will NOT be allowed to collect cash donations.** Collecting pledges will be allowed.
- **There may be an early Eid Prayer for Eid Volunteers and Vendors at 7:00 am on Eid Day.**
- **During the Eid prayers and khutbah, THERE WILL BE NO ACTIVITY (MUSIC, LOUD NOISES, SET-UP, SALES, ETC.) IN THE VENDING AREA.**
- **IMPORTANT: No booths facing the prayer area may play any music until after the last khutbah**
- **The Bazaar and Carnival Hours are from 9:00 am to 5:00 pm on the Day of Eid.**
- **Vendor must pack up and remove all items from the building by 8:00pm on the Day of Eid**

Payment Terms:

- **If vendor sends payment in the mail ON OR AFTER November 28, 2008, it MUST be in the form or a money order or cashier's check OR YOUR BOOTH WILL NOT BE RESERVED. DO NOT SEND PERSONAL CHECKS ON THE DAY OF OR AFTER November 28, 2008.**
- **If the vendor sends a check before Nov 28, 2008 and it does not arrive before Dec 6, 2008, you must bring cash, money order, or cashier's check to finalize your transaction on the day of setup. Upon receipt of the required form of payment outlined in this condition, your personal check will be returned to you.**
- **Vendors paying on the day of set-up MUST bring cash, a cashier's check or money order.**
- **A \$50.00 late fee will be charged for any reservations paid on the Day of Eid**
- **If a vendor has a contract, but has not paid by 8:00am, the day of the Eid Celebration, they will forfeit their rights and claims to the booth and will not be allowed to setup.**
- **In the application below, you will be given 4 choices for a booth in descending order of preference. The vendor will not be assigned a booth number until payment has been received.**
- **Refund for failure to show up on the Day of Eid will not be honored unless a request for refund has been received before the day of setup.**
- **There will be a \$100 charge checks returned by your bank.**

(The vendor bears all responsibility and liability when selling and distributing their products and agrees to and hereby indemnifies fully and absolutely ADAMS, Dar Al-Hijrah, Masjid Muhammad, Muslim Association of Virginia, Manassas Mosque, their Board of Trustees, officers, agents, employees, etc. Anything not detailed or described in this contract will be decided and ruled on by the sole discretion of the Eid Committee)

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As an individual and/or authorized agent of my business or organization, I hereby acknowledge that I have read and understand the NON-FOOD, FOR-PROFIT AND NON-PROFIT, VENDING BOOTH CONTRACT. By signing below, I hereby agree to abide by the terms and conditions of this contract.

Print Name:	Signature:
Title (owner/manager/etc.):	Date:
Federal Tax ID or Social Security Number → → →:	
Company Name:	Company Phone No.: ()
Street Address:	Home Phone No.: ()
City/State/Zip:	Fax No.: ()
Email:	Website:

NEXT: PLEASE REFER TO THE ENCLOSED EID MAP FOR BOOTH NUMBERS & LOCATIONS

BOOTH CLASS CHOICE:	NUMBER OF BOOTHS	BOOTH CLASS PRICES (40% discount for non-profit)	
1 Corner 1 "A(1 st row)" 1 "B(2 nd row)" 1 "C(3 rd and 4 th row)"		Corner Booth	\$450
		"A" Booth	\$400
		"B" Booth	\$350
		"C" Booth	\$300

IMPORTANT NOTICE

The Eid Committee holds the option to arrange the vendor booths WITHIN THE SAME PRICE CLASS to accommodate logistical needs, therefore, we are asking you to select alternate booth number options in order to help facilitate your preferences.

TABLE NO.	FIRST CHOICE		TABLE NO.	THIRD CHOICE	
1	Booth Number		1	Booth Number	
2	Booth Number		2	Booth Number	
3	Booth Number		3	Booth Number	
4	Booth Number		4	Booth Number	

TABLE NO.	SECOND CHOICE		TABLE NO.	FOURTH CHOICE	
1	Booth Number		1	Booth Number	
2	Booth Number		2	Booth Number	
3	Booth Number		3	Booth Number	
4	Booth Number		4	Booth Number	

Need Electricity?: <input type="checkbox"/> Yes <input type="checkbox"/> No	Electric Outlets (1) \$105 <input type="checkbox"/> (2) \$200 <input type="checkbox"/> (3) \$315 <input type="checkbox"/> (4) \$420 <input type="checkbox"/>
Phone Line Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone Line Charge: Call (703) 935-0243 for quote
Fax Line Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Fax Line Charge: Call (703) 935-0243 for quote

Reason Electricity Needed:

Describe Products to be Sold:

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COST SUMMARY

Booth Rental: \$

Electricity Charge: \$

Phone Line Charge: \$

Fax Line Charge: \$

Total Payment Enclosed: \$

Form of Payment: Personal Check Money Order Cashier's Check Credit Card

Name on Credit Card:

Type of Credit Card: Visa Master Card American Express

Credit Card Number:

Expiration Date:

**Please Make Checks, Cashier's Checks or Money
Orders Payable to:**

ADAMS

Please Also Include on the Memo Line:

EID Committee Vendor

Mail Contracts and Payments To:

The EID Committee
c/o ADAMS Center
Attn: Sr. Uzma Rasheed
P.O. Box 1085
Herndon, Virginia 20172

If you have any questions, call Sr. Uzma Rasheed at (703) 935-0234 or email dceid06@gmail.com