

<<ENTER OUR STORE NAME HERE>> – DEMONSTRATION PROPOSAL & AGREEMENT

Thank you for wishing to present a display or demo a product at our upcoming event. Please let us know the details of your presentation below. A department manager will let you know if your proposed items/display has been accepted by giving you a signed copy of this agreement. We thank you in advance for your partnership and cooperation.

Fax the completed form to <<ENTER OUR STORE NAME HERE & FAX NUMBER>>

DEMO / DISPLAY PROPOSAL

CATEGORY *(please circle)*: **GROCERY** **SUPPLEMENT/PERSONAL CARE** **COMMUNITY**

EVENT & EVENT DATE: _____

VENDOR: _____

PRODUCT: _____

FLAVOR(S) / VARIETY: _____

DEMO/DISPLAY DESCRIPTION *(include space requirements needed)*:

ELECTRICITY NEEDED *(circle which applies)*: **YES** or **NO**

DEMO PERSON: _____

DEMO PERSON CONTACT INFO: _____

AGREEMENT

As partners in making the upcoming event successful and run smoothly, please review the following items and sign this agreement as part of your proposal. Your signature reflects that you understand and accept the following:

- 1) Make prior arrangements for the product that you demo. Do not remove product from the shelves for your demo or display.
- 2) Follow up with the department manager 2 or 3 days prior to the event to confirm that you are coming and that your supplies have arrived. Be fully prepared.
- 3) Bring your own supplies: table, table cloth, serving trays, serving utensils, and prepared foods.
- 4) Arrive in enough time to prepare properly for your presentation. Be totally prepared to start your demo on time.
- 5) Park your car in the back of the building after you have unloaded, before setting up your display.
- 6) Be sure to clean up the sink/preparation area as you use it.
- 7) At the end of the event please remove your trash to the dumpster behind the building, and leave your demo/display area straight and as clean as possible.

Vendor Signature Date

Department Manager Date