

Corner Cup Coffeehouse

DIRECT SALES VENDOR EVENT CONTRACT / REGISTRATION

We welcome Direct Sales Vendors (DSV) to host a pop-up sales event in our meeting room at Corner Cup Coffeehouse. Please review all requirements and provisions below, complete and sign this contract, and return it along with your payment to Heather Ciranna, Owner at Corner Cup Coffeehouse. These items must be received in order to secure the meeting room for your desired date.

I, _____ (Contact Person), am authorized to execute the following contract between _____ (Vendor / Company Name) and Corner Cup Coffeehouse, located at 3019 Graham Road, Stow OH 44224, to host a Direct Sales Vendor Event during mutually agreed upon business hours.

- 1) Fees: There is a \$30 charge for use of our meeting room for a DSV event. This is a non-refundable fee in the event you have to cancel your event. However, we will gladly apply it to an alternative date if rescheduling is necessary. Checks can be made payable to Corner Cup Coffeehouse.
- 2) No outside food or beverages are permitted. If you wish to have the room set with bulk refreshments or beverages, please ask about our catering offerings.
- 3) There is a 3-hour maximum time limit on the usage of the meeting room for a DSV event.
- 4) Room capacity is 6-15 people, depending on preferred room set-up for your event.
- 5) It is the expectation of the hosting merchant that you will strongly encourage patronage of the business to all attendees of your event. We thank you in advance for your support!
- 6) DSV displays must be kept neat and clean. All packing boxes, supplies, and personal goods must be kept organized, out of the way coffeehouse customer traffic, and compliant with all fire codes requiring free and clear access to exits. If you would like to store personal property in our locked employee office, we would be happy to do so. Just ask our staff the day of your event.
- 7) DSVs are responsible for set-up, operation, maintenance, and tear-down of their event. If altering seating configuration in customer seating areas outside of the meeting room is desired, you must first consult with coffeehouse staff prior to moving.
- 8) Corner Cup Coffeehouse is not responsible for any lost, stolen, or damaged goods during your DSV event.
- 9) Vendors are solely responsible for the promotion of the event at this merchant location.

Vendor Company _____ **DSV Name** _____

Mailing Address _____

Phone _____ **Email** _____

Description of Product(s) for Sale _____

Scheduled Event Date / Time (*consult with merchant to schedule*) _____

Signature: _____

Printed: _____

Date: _____