

SAMPLE AGENCY/ VENDOR FESTIVAL FOOD AGREEMENT

The Arts Council of Oklahoma City is providing this sample agreement merely as a starting point for your agency/ vendor agreement for this year's Festival of the Arts. The Arts Council does not represent that this sample agreement will cover all areas of your agreement, nor does it represent that this sample agreement is an absolute form to be used in your negotiation.

Dear _____,

This letter will evidence the verbal agreement by and between _____ and _____ regarding joint participation at a food booth during the Festival of the Arts, April _____, at downtown Oklahoma City's Festival Plaza and Myriad Gardens. Both parties hereby agree that joint operation of the Festival Food Booth shall consist of the following:

1. _____ (agency) will furnish _____ volunteers each day of the Festival, to be divided to the following shift schedule:

10:45am to 2:00pm 2:00pm to 5:00pm 5:00pm to 9:00pm

The cap of volunteer hours each day will be _____ hours. _____ (agency) will be paid \$_____ per hour for each volunteer who shows up at Festival and works his/ her scheduled shift.

2. _____ (vendor) will pay agency:
_____ % of net profits (determine how net profits will be determined)

OR

One time donation of \$_____, to _____ (agency) on or before _____ (due date of payment) .

3. List any other items pertaining to the agreement such as:

- A. Setup with setup/teardown
- B. Duties during shifts
- C. Uniform look (vendor or non-profit t-shirts, hats)
- D. Special advertising
- E. Other

4. If the terms above correctly set forth the understanding of our agreement, please execute below in the space provided and return one copy of this letter to the undersigned.

Sincerely,

Agency or vendor name

Agency or vendor name

Signature

Signature

Title

Title