



Princess Ball: Sunday, February 16, 2025

Vendor/Trade/Sponsor Agreement

The Chesapeake Conference Center and VenuWorks of Chesapeake L.L.C. presents The Princess Ball at the Chesapeake Conference Center. The event is scheduled for Sunday, February 16, 2025. VIP Admission doors open at 11:30 a.m. and General Admission doors open at 1:00 p.m. The event ends at 4 p.m.

Why be a Vendor or Sponsor? The event provides select local Hampton Roads area companies the opportunity to market their brand and products to event attendees and benefit from virtually all the extensive social media campaigns, print, website, radio, signage and *television (as applicable) marketing of the event. Also, the opportunity for on-site presence and direct contact with the demographic that enjoys these products.

I. THE PARTIES. This Vendor Agreement ("Agreement") made on _____, 2024 between the following:
 PARTY A: Chesapeake Conference Center with a Street Address of 700 Conference Center Drive, City of Chesapeake, State of VA. ("Party A") and
 PARTY B: _____ with a Street Address of _____, ("Party B").
 Party A and Party B shall collectively be known as the "Parties" and agree to exchange goods/services as agreed-upon below:

II. Installation and Tear Down: Chesapeake Conference Center will provide each vendor with an 8-foot table and two chairs. Vendors are allowed to bring additional items to use in set-up. Vendors are expected to stay throughout the duration of the event and not to break down until 4 p.m. Space will be assigned, and tables will be marked with name of vendor. Check-in will begin at 9:00 a.m. on Sunday, February 16, 2025. If an earlier check in time is needed, please contact Tonya Harrell at 757-382-2500.

III. Payment: Vendors agree to pay Chesapeake Conference Center no less than 30 days prior to the event according to the following: **CHECK ONE**
 ___ **\$100 refundable deposit*** for Restaurants/Caterers offering free food items as a trade with the Center inside Ballroom or Promenade Area
 ___ **\$100 deposit with \$50 refund upon attendance day of event*** for Entertainment Vendors offering free items/services/activities as a trade with the Center: Games, etc.
 ___ **\$125 Nonrefundable Fee (Promenade Area):** For vendors who are selling services or merchandise.
 ___ **\$175 Nonrefundable Fee (Inside Ward Ballroom):** For vendors who are selling services or merchandise.

***Deposits are only refundable provided the vendor show up day of event.**

IV. Sponsorship Level: Presenting \$1,500 _____ Magic Storybook \$950 _____ Fairytale \$500 _____ Once Upon a Time \$200 _____

Vendors agree to bring items or perform services, activities and entertainment at no charge. Food vendors agree to provide food at no charge for a minimum of 75 + guests.

IV. HOLD HARMLESS. The Parties shall indemnify each other including its officers, agents, assigns, contractors, subcontractors, and employees, from and against all claims, demands, suits, losses, liabilities, and costs including attorneys' fees arising out of any alleged breach of this Agreement.

VI. Delivery of Goods:
 Items for swag bags to include: _____

Food items to include: _____

IN WITNESS WHEREOF, the Parties have indicated their acceptance of the terms of this Agreement by their signatures below on the dates indicated.

Party A Signature: _____ Date: _____
 Print Name/Title: Donna M. Cannatella, Executive Director Chesapeake Conference Center

Party B Signature: _____ Date: _____
 Print Name/Title: _____

Please make checks payable to:
Chesapeake Conference Center
700 Conference Center Drive Chesapeake, VA 23320

CONTACTS:
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