

## WORKING MUSICIANS ALLIANCE: Merchandise Agreement Template

### SECTION 1 – EVENT INFORMATION

Event Name:

Event Date(s):

Venue / Event Location:

Event Organizer / Venue Representative:

Representative Phone / Email:

Event Hours:

### SECTION 2 – VENDOR / SELLER INFORMATION

Vendor / Artist / Business Name:

Representative Name:

Merchandise Type:

Phone / Email:

Website / Social Media (if applicable):

Sales Tax / Business Information (if applicable):

### SECTION 3 – MERCHANDISE & SALES TERMS

Approved Merchandise:

Restricted Merchandise:

Venue Merchandise Percentage (if applicable):

Vendor Fee / Booth Fee:

Payment Schedule:

Settlement Procedure:

Payment Method:

Additional Sales Notes:

Organizer Initials: \_\_\_\_\_

Vendor Initials: \_\_\_\_\_

## SECTION 4 – BOOTH / TABLE / DISPLAY INFORMATION

Assigned Booth / Table Location:

Table / Booth Size:

Venue Provides:

- Table
- Chairs
- Electricity
- Internet Access
- Lighting
- Pipe & Drape
- Other:

Vendor Provides:

Display Restrictions:

Signage Policies:

Organizer Initials: \_\_\_\_\_

Vendor Initials: \_\_\_\_\_

## SECTION 5 – LOAD-IN & LOAD-OUT

Load-In Time:

Setup Completion Deadline:

Breakdown Time:

Load-Out Completion Deadline:

Vehicle / Parking Access:

Storage Availability:

Additional Setup Notes:

Organizer Initials: \_\_\_\_\_

Vendor Initials: \_\_\_\_\_

## SECTION 6 – STAFFING & OPERATIONAL RESPONSIBILITIES

Vendor Staffing Responsibility:

Event Staffing Support:

Sales Handling Procedures:

Cash / Card Processing Responsibility:

Internet / POS Requirements:

Additional Operational Notes:

Organizer Initials: \_\_\_\_\_

Vendor Initials: \_\_\_\_\_

## SECTION 7 – SECURITY & LIABILITY

Inventory Security Responsibility:

Overnight Storage Responsibility:

Insurance Requirements (if applicable):

Damage / Theft Procedures:

Restricted Items / Venue Policies:

Organizer Initials: \_\_\_\_\_

Vendor Initials: \_\_\_\_\_

## SECTION 8 – PROMOTION & CONTENT USAGE

Promotional Participation Expectations:

Social Media Tagging / Credit Expectations:

Event Photography / Video Permissions:

Additional Promotional Notes:

Organizer Initials: \_\_\_\_\_

Vendor Initials: \_\_\_\_\_

## SECTION 9 – CANCELLATION TERMS

Cancellation Procedures:

Refund Terms:

Weather / Force Majeure Procedures:

Emergency Procedures:

Organizer Initials: \_\_\_\_\_

Vendor Initials: \_\_\_\_\_

## SECTION 10 – ADDITIONAL TERMS

Written here.

Organizer Initials: \_\_\_\_\_

Vendor Initials: \_\_\_\_\_

## SECTION 11 – SIGNATURES

By signing below, both parties acknowledge that they have reviewed and agreed to the terms outlined within this agreement.

### EVENT ORGANIZER / VENUE REPRESENTATIVE

Printed Name:

Title / Position:

Signature:

Date:

### VENDOR / ARTIST / MERCHANDISE REPRESENTATIVE

Printed Name:

Business Name (if applicable):

Signature:

Date:

### IMPORTANT NOTICE

This template is provided by Working Musicians Alliance as an educational and operational resource intended to encourage clearer communication and stronger professional standards throughout live event environments.

Users are encouraged to review and adapt this agreement as necessary for their particular situation and to consult qualified legal counsel for advanced legal matters, liability concerns, tax obligations, or large commercial vendor arrangements.