



THE NIGHT RUN EXPO VENDOR AGREEMENT

This Agreement is made on the _____ day of _____, 20____, between

The Women's Collective ("Organizer") and _____
("Vendor").

The Women's Collective (WC) is an Arizona 501(c)(3) non-profit organization comprised of professional women focused on inspiring and elevating women difference makers. The goal of the WC is to raise funds that will directly support and empower women to obtain leadership positions in the Scottsdale community.

1. The 2026 Night Run Event ("Event")

Date: Saturday, November 7, 2026, Time: 5:30PM (not including set up or teardown)

Location: Rose Garden Parking lot (6869 E. 5th Ave. Scottsdale, AZ 85251)

It Is Agreed as follows:

2. Term

This Agreement shall expire on Sunday, November 8, 2026.

3. The Vendor Shall:

- 3.1 Provide necessary equipment including, but not limited to table(s), chair(s), pop-up tents, and generator.
- 3.2 Set up and tear down the booth during the specified times (Section 7).
- 3.3 Maintain a professional, clean, and safe booth area before, during and immediately after the Event.
- 3.4 Comply with all venue regulations and Event policies.
- 3.5 Agree to refrain from selling any products or services.
- 3.6 Pay all fees. See Section 4.

4. The Organizer Shall:

- 4.1 Provide the designated booth space as described in Section 7.
- 4.2 Promote the event to attract attendees.
- 4.3 Obtain all necessary licenses or permits required to display products and produce the Event to the public.

5. Fees and Payment/Cancellation

- 5.1 Booth Fee: \$50
- 5.2. Payment Due: October 23, 2026
- 5.3 Payment Methods: Pay via Zelle to info@the-wc.org (preferred) or checks payable to The Women's Collective and mail to P.O. Box 513, Scottsdale, AZ 85252
- 5.4 Fee is non-refundable unless the Organizer cancels the event.

6. Notices

The Organizer is not responsible for any injury, loss, or damage to the Vendor or Vendor's property during the Event, or during set up and teardown of the Event.

7. Vendor/Event Details

Setup: Saturday, Nov. 7 beginning at 3PM- must be completely set up by 4:30PM.

Teardown: Saturday, Nov. 7 by 8PM. Teardown prior to the end of the Event is not allowed.

Booth Size: 10' x 10'

8. Vendor Information

Vendor Business Name:	
Contact Person:	
Phone:	
Email:	
Product/Service to be displayed or given away:	

9. Entire Agreement

This Agreement constitutes the entire understanding between the parties and may only be amended in writing signed by both parties.

The parties hereto have executed this Agreement as of the date first written above.

Expo Organizer Signature: _____ Date: _____
The Women's Collective

Vendor Signature: _____ Date: _____

Printed Vendor Name: _____

Payment Received:	
Booth Number Assigned:	