

**Interior Department
Recreation Association**

2007

Vendor Application

www.interiorrec.org

IDRA Vendor Information Sheet

Name of Company: _____

Name of Vendor: _____

Vendor's Home Address: _____

Vendor's Business Address: _____

Vendor's Telephone Number: Home: _____

Work: _____ Cell: _____

Fax: _____ Pager: _____

Type of Merchandise to Be Sold: _____

Tax ID#'s Federal: _____

DC Sales Tax: _____

VA Sales Tax: _____

Liability Insurance Information: Policy Holder _____

Carrier _____ Policy Number _____

List any Federal Agencies where you have vended in the past:

Agency	Contact Name	Phone Number
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Vendor will _____ will not _____ provide advertising flyers

Number of Flyers Vendor will provide _____ (2500 for Distribution)

If you have any questions, please feel free to contact me at
202/ 208-7381 or interiorrec@yahoo.com

Vendor Rules & Regulations Agreement

I. Booking a Date

A. New Vendors

1. If you are a new vendor, you must first undergo an interview with the vendor coordinator.
 - Make an appointment to be interviewed.
 - Bring with you the items which you wish to sell and completed Vendor Application (a copy of your vending license **must** be attached)
 - Once items are approved, you may reserve space on the vendor calendar.

B. Established Vendors

1. Call the IDRA main office (202/208-7381) to book your dates. Dates will be given on a first come first serve basis with the exception of our weekly vendors.

C. All Vendors

1. You must put down a deposit of **\$65.00** for each day you are scheduled to vend. The full deposit must reach us within two weeks prior to your request or the space will be cancelled.

2. Fee Options:

- | | |
|--|----------------|
| <input type="checkbox"/> Daily Vendor | \$65.00 |
| <input type="checkbox"/> Special Vendor Shows or Consignment Sales | 20% |

II. Cancellations

- A. No refunds will be issued under any circumstances without **at least 72 hours** notice.
- B. If you book your space less than 2 weeks in advance, you must pay your vending fee **BEFORE** you set up that day. You may pay the \$65.00 fee by cash, money order, or credit card- absolutely no checks will be accepted.

III. Set Up

- A. You must provide a state issued photo ID to obtain entry to the building. No one will be allowed in the building without proper identification. ID badge must be worn and displayed at all times while inside the building.
- B. This is a government building, so please dress accordingly. Absolutely no sweat pants, baggy or torn jeans, obscene or otherwise offending clothing will be permitted.
- C. You may vend from as early as 8:00 AM until as late as 3:00 PM however, the best times are from 10:30 AM to 2:00 PM.
- D. You are responsible for the setting up and disassembling your area every day.
- E. If you need to utilize a hand cart or dolly, you may obtain one through the Post Office staff.

- F. You are responsible for keeping your area clean. Please be considerate and do not leave behind any trash.
- G. Please be aware that building regulations state that you may not put anything up on the walls or glass cases. You may however, use masking tape to adhere things to the tables. Be advised that breaking these rules will result in an immediate dismissal from the building.

IV. Payments

- A. You are responsible for reporting any and all sales taxes.
- B. You must have your proper state tax identification's on you at all times, either posted or available on demand.
 - 1. A District of Columbia sales tax number is required if you are vending in the Interior Building located in Washington, D.C.
 - 2. A Virginia sales tax number is required if you are vending in the U.S. Geological Survey Building located in Reston, Virginia.
 - 3. You must write down **ALL** sales in a receipt book and:
 - you must provide the customer with a copy. If you fail to do so, you will be required to give the customer a full and total refund of the price paid.
 - if you fail to write down the sales in a receipt book, you will be prohibited from vending in IDRA sponsored buildings for a period of (5) years.
 - you are in charge of collecting your fees if you decide to let your customers put items on layaway. You must make arrangements to collect the payments on your own time. We will not guarantee you the time or a space to set up for the purpose of collecting a layaway.

V. Miscellaneous

- A. IDRA reserves the right to:
 - 1. Refuse any vendor access to or escort any vendor from the building at anytime, including, but not limited to:
 - vendors who do not produce sales.
 - vendors who are rude or use abusive language with IDRA staff, building staff, or customers.
 - vendors who do not adhere to the stipulations as stated in this Vendor Agreement.
 - 2. Limit the number of dates a vendor receives per month and/ or vending season.
 - 3. Change the above stated rules as needed for efficient service to you and our members.
- B. Vendors will be supplied with either a counter space (approximately 14 X 3) or with to standard tables. Chairs will also be provided.
***Please note building regulations prohibit the blocking of pedestrian traffic or fire exits.

- C. You are required to update information in your file as needed.
- D. You must be willing to stand by your merchandise. Failure to stand by your merchandise will result in a ban from the building. We will give out any information to those customers who request it.

VI. Indian Arts and Crafts Act of 1990

- A. The Indian Arts and Crafts Act of 1990 (P.L. 101-644), as amended, prohibits misrepresentation in marketing of Indian arts and crafts products within the United States. The Indian Arts and Crafts Act is a truth-in-advertising law. It is illegal to offer or display for sale, or sell, any art or craft product in a manner that falsely suggests it is Indian produced, an Indian product, or the product of a particular Indian tribe.
- B. For more information, please refer to the following attachments: Public Law 101-644 and Public Law 106-497.

VII. Security

- A. Fire, Bomb, etc.
 - 1. Follow directions and/or instructions from Wing Evacuation Wardens.

Please return this portion with your application

I have read the above and agree to abide by the terms as stated in the agreement.

Application's Signature

Date

*****For Office Use Only*****

Date Application Received: _____

Date of Interview: _____

Date Approved: _____

First Vending Date: _____

Vendor Coordinator's Signature

Date