



INTERIOR  
DEPARTMENT  
RECREATION  
ASSOCIATION

# Vendor Application

[www.interiorrec.org](http://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: \_\_\_\_\_

Vendor's E-mail Address:

---

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
--------	--------------	--------------

---

---

---

If you have any questions, please feel free to contact me at  
(202) 208-5756 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 Vendor Coordinator (202/208-7381) to book your dates.  
Dates will be given on a first come first serve basis.

### C. All Vendors

1. You must pay a fee for each day you are going to vend. The North vendor site, Counter A (long counter facing cafeteria), is \$75.00 daily. Counter B (L shaped counter) daily fee is \$70.00 and the USGS Reston vendor location is \$55.00.
2. **\$35.00** deposit must be paid two weeks before you're scheduled to vend. The remaining balance of the fee must be paid in full **PRIOR** to setting up on your vending date.

## II. Cancellations

A. No refunds will be issued under any circumstances without **at least 72 hours** notice.

B. You may pay the daily vendor fee by cash, money order, credit card, or check.

## 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 loading dock. You must return after use.
- 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. (This includes tables, chairs, etc.) 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.
    - 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 any time, including, but not limited to:
    - 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 holiday season.
  - 3. Change the above stated rules as needed for efficient service to you and our members.
- B. Vendors will be supplied with a counter space measuring either 17 x 3ft or 6 x 3 ft. 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.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Date Application Received: \_\_\_\_\_

Date of Interview: \_\_\_\_\_

Date Approved: \_\_\_\_\_

First Vending Date: \_\_\_\_\_

Vendor Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_