

Vendor (Concessionaire or Commercial Exhibit) Fairtime Contract Worksheet

Check off each item, as it is completed and/or added to the contract package.

- 1 - Std. 215, "Agreement Summary"** – Completed form. Include justification for multi-year contract, if applicable.
- 1 – Insurance** - Insurance certificate or copy of page from CFSA's Master Insurance List showing vendor's insurance coverage that covers fairtime.
- 1 - Board Resolution or Delegation of Authority** - (If multi-year, submit Board Resolution, and include total possible number of years, and total dollar amount).
 - 3 – F-31 "Rental Agreement Forms"**
 - Submit 3 completed signed copies of the F-31 with all applicable items completed as required.
 - Authorized signatures of contractor and DAA CEO on each copy of F-31.
- Any changes made to documentation initialed by both parties.

Multi-Year Vendor Contract

- If multi-year contract then show initial term of one year and include the following provisions in the contract as required per the Vendor Regulations described on preceding Vendor Contracts page:
 - Termination clause language as developed by the Association board.
 - Statement that the contract will automatically be renewed annually up to the total term of the contract upon agreement of the vendor and satisfactory performance evaluation by the Association.
 - Statement that the Association reserves the right to adjust the financial terms, concession/exhibit location, and any other terms and conditions each year upon renewal of the contract.
 - Statement that the Association reserves the right to not renew the contract if legislative budget changes occur.
 - Description of established performance measures for annual performance evaluation of vendors whose contract exceeds one year.
 - Any other contract terms or conditions that the board has deemed to be in the best interest of the Association when entering into vendor contracts that exceed one year.

Attach and incorporate the following exhibits to each copy of Rental Agreement:

- CFSA Insurance Requirements Form.
- Product List if Applicable.
- Standard Contract Terms and Conditions, SCTC (F-31) or using new F-31 with SCTC added.
- General Vendor Rules and Regulations as applicable.

NOTE:

- A copy of Association board's established Vendor Contract procedures as required by the regulation must be kept in the vendor contract files for audit purposes.