



# Howard County Vietnam Veterans, Inc.

June 2020

Dear Vendor and Friend,

This year the September reunion will be scheduled differently. The reunion will still be at 8313 E. 400 S. Greentown, Indiana. The reunion will be September 14-20, 2020. Monday & Tuesday, September 14 & 15 will be the 5th Annual Sandbox reunion since it was canceled for June because of the virus situation. There will be bands on Monday & Tuesday. The 38th Annual Howard County Vietnam Veterans Reunion will be Thursday thru Sunday, September 17-20 with bands on those days. The brick laying will still be on Friday after the opening ceremony. We are working this all out. Anyway, we need vendors for the whole week to support those attending both reunions. Vendors must be closed down by noon Sunday, September 20, 2020.

You must complete & return the Vendor Agreement form along with payment. Booth space is reserved on a first come, first serve basis. If you have booth space preferences, we will make every effort to accommodate you. If you cannot attend after you have reserved a booth space, please let me know.

The Howard County Vietnam Veterans DO NOT REFUND MONEY for booth space unless the reunion is cancelled by our organization.

We have enclosed your Vendor Agreement form with a reminder that the Howard County Vietnam Veterans reserve the right to accept or reject any vendor. By signing the Vendor Agreement, you agree to abide by the vendor rules. **Vendor Agreement and payment must be to me by August 1, 2020.** Make sure the completed Vendor Agreement page 3 & 4 and payment by cashiers/bank check or money order (made out to Howard County Vietnam Veterans) are mailed to:

Holly Tookolo, Reunion Vendor Chairman, 584 E. Hunters Dr. #A, Carmel, IN 46032

If you have any questions, call me at 317-844-3554 or email [htookolo@indy.rr.com](mailto:htookolo@indy.rr.com). Upon arrival at the reunion, please check with me for your assigned booth space and parking. See you at the 38th Howard County Vietnam Veterans Reunion in September!

Yours,

*Holly Tookolo*

Holly Tookolo

Reunion Vendor Chairman, 317-844-3554, [htookolo@indy.rr.com](mailto:htookolo@indy.rr.com)

**Reunion Camping questions: [hcvvocamping1982@aol.com](mailto:hcvvocamping1982@aol.com) or 765-628-0297**

**Or camp at fairgrounds in Greentown, IN, call Larry Larowe 765-419-3737**

**Golf cart reservations: P&P Golf Carts 317-831-4283**

**HCVVO main building: 765-628-0297; website [www.hcvvo.net](http://www.hcvvo.net)**

Keep this page for your records.



# Howard County Vietnam Veterans, Inc.

## VENDOR RULES for

**September 14-20, 2020**

1. Indemnify, defend and hold harmless Howard County Vietnam Veterans, Inc., its directors, officers, members, employees, agents, the city of Kokomo, the City of Greentown and its contributors from any taxes, loss, injury or damage arising out or in connection with the Howard County Vietnam Veterans Reunion and including weather.
2. Assume sole responsibility for attending the Howard County Vietnam Veterans Reunion.
3. To comply with any and all rules set forth by Howard County Vietnam Veterans, Inc. and all city and state codes and regulations.
4. Merchandise items of military, patriotic or veteran related unless agreed to by the organization or its agents. Selling items outside the vendor area is expressly prohibited. The selling of fireworks is expressly prohibited. Selling raffle tickets or merchandise outside your booth space is prohibited.
5. Cannot sell any items pertaining or relating to Howard County Vietnam Veterans Organization or this reunion. Vendors found doing this will be removed from the property.
6. The Howard County Vietnam Veterans, Inc. will provide the overhead lights in the tent and adjoining building (Tookolo Hall). To supply additional electricity, the vendor will bring their own generator or can reserve and pay an additional \$50.00 to plug in ONLY ONE ITEM with one minimum 20 amp extension cord allowed to 20 amp breaker. You are not allowed to plug into the overhead lighting. The vendor must bring their own extension cords; you could be as far away as 200ft from the outlet so bring long cords. The vendor must be in accordance with fire codes; no combustible lighting shall be allowed. Any vendor found using additional electricity without reserving and paying for it, or found plugging in more than one extension cord, or found plugging in more than one item (such as a t-shirt press and a sewing machine) can be asked to leave the property. Using a generator is highly suggested.
7. The Howard County Vietnam Veterans, Inc. does not provide overnight security nor do we assume liability for any taxes, loss, theft, or damage to a vendor's merchandise or property. We do have security that patrols the area.
8. The Howard County Vietnam Veterans, Inc. agrees to refund all monies to said vendor only if the Howard County Vietnam Veterans Reunion is cancelled by the aforementioned organization.
9. Sharing of booth space with another vendor or organization is not allowed. Vendors found sharing their spaces with another vendor or organization will be required to pay an additional space fee or they will be asked to leave the property.
10. I will mail your parking pass closer to September. Please display the parking pass in vehicle window/dash.
11. We do not provide tables/chairs. To rent locally, two choice: Brian's Surplus 765-434-7637 or American Tool & Party Rental 888-453-6020.
12. Raffles – any Vendor conducting a raffle will have to provide the Gaming License for that raffle.
13. Not-for-Profit Status – Vendors need to provide necessary paperwork for Not-for-Profit status.

Keep this page for your records.



# Howard County Vietnam Veterans, Inc.

## VENDOR AGREEMENT for 5<sup>th</sup> Annual Sandbox Reunion &

## 38th Annual Howard County Vietnam Veterans Reunion

September 14-20, 2020

By signing this agreement, you agree to abide by all the vendor rules. This form and payment must be submitted by August 1, 2020.

PRINT BUSINESS NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

CELL \_\_\_\_\_

EMAIL \_\_\_\_\_

WEBSITE \_\_\_\_\_

REPRESENTATIVE'S NAME:

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

VENDOR STATUS: \_\_\_\_\_ PROFIT \_\_\_\_\_ NOT-FOR-PROFIT

List what you sell/display: \_\_\_\_\_  
\_\_\_\_\_

Table/Chair Rental: Two choices:

Brian's Surplus at 765-434-7637

American Tool & Party Rental at 888-453-6020

PARKING PASSES: Number of passes \_\_\_\_\_

List & Describe the vehicles needing passes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Page 2 of Vendor Agreement**

**BOOTH SPACE:**

Booth spaces in the tent or the building (Tookolo Hall) are approximately 10'x10'. **To be considered a Not-for-Profit vendor, the vendor must provide: 501 3(c) Tax ID number as designated by the IRS or Tax Exempt notice from the state in which incorporated. Also, if having a raffle in your booth, vendor needs to provide Gaming License to conduct this raffle. If you need assistance with the Vendor Fees, please call me. I will work with you.**

<p><b>Profit Vendors</b></p> <p>Number of Tent Booths _____ @ \$65 per day = _____</p> <p>Number of Bldg Booths _____ @ \$65 per day = _____</p> <p>Outside booth, @ \$100 per day = _____</p>
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<p><b>Not-For-Profit Vendors</b></p> <p>Number of Tent Booths _____ @ \$15 per day = _____</p> <p>Number of Bldg Booths _____ @ \$15 per day = _____</p>
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**Please list which days you will be setup and selling merchandise-**

**ADDITIONAL ELECTRICITY: \_\_\_\_\_ NO \_\_\_\_\_ YES = \$50.00**

**Only 1 extension cord for one item; minimum 20 amp allowed for 20 amp breaker.**

**GRAND TOTAL of additional electricity and booth space \_\_\_\_\_**

**Enclose a certified(cashiers/bank)check or money order for the Grand Total \_\_\_\_\_**

**Made out to: Howard County Vietnam Veterans, Inc. or HCVVO**

**Mail Vendor Agreement, page 3 & 4 of vendor paperwork to me at:**

**Holly Tookolo**

**Reunion Vendor Chairman**

**584 E. Hunters Dr. #A**

**Carmel, IN 46032**

**You keep page 1 & 2 of vendor paperwork.**

**This form and payment must be submitted to me by August 1, 2020.**

**If requesting a specific booth space or other comments: \_\_\_\_\_**

\_\_\_\_\_  
\_\_\_\_\_

**If you have any vendor questions, email me [htookolo@indy.rr.com](mailto:htookolo@indy.rr.com)**

**or call me at home 317-844-3554 or cell 317-294-4607**

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