

**SAMPLE CONTRACT**

Vendor  
123 Main Street  
Anywhere, VA 12345

Agreement is made on Wednesday, April 20, 2005 between Wake Forest University Benson Center and Vendor as follows:

1. Vendor hereby agrees to present its merchandise at Wake Forest University according to the following schedule:

<b>Date</b>	<b>Start</b>	<b>End</b>	<b>Location</b>
Wednesday, April 20, 2005	9:00 AM	5:30 PM	2 <sup>nd</sup> Floor Benson
Thursday, April 21, 2005	9:00 AM	5:30 PM	2 <sup>nd</sup> Floor Benson

- 2. Vendor will accept "Deacon Dollars" as a form of payment. The University will issue a check within 30 days of the sale for all Deacon Dollar sales, less 10% of the gross proceeds of the sale, per article 3 of the contract.
- 3. Payment Terms: The Benson University Center is guaranteed 10% of the proceeds of the sale. For the purposes of this contract "proceeds" is defined as the total amount sold, before sales tax, including any shipping or service charges invoiced by the vendor to customers.
- 4. Vendor agrees to provide Wake Forest Benson University Center a full accounting of all non-Deacon Dollar sales within (2) business days of the sale date. In the event that non-Deacon Dollar sales should be greater than Deacon Dollar sales, Vendor agrees to make payment in full of the 10% amount within 30 business days of the date of the sale, by a check made out to Benson University Center and mailed to the address on this contract.
- 5. Vendor assumes responsibility for the security of all its merchandise.
- 6. Vendor will pay sales taxes and maintain required documentation and records in the state of N.C.
- 7. Vendor will pay a table rental fee of \$60 per table per day. Payment of Vendor Table fee must occur prior to sale beginning.

Vendor

Wake Forest University Benson Center

\_\_\_\_\_  
Date: April 20, 2005  
Vendor Name  
123 Main Street  
Anywhere, VA 12345

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PO Box 7658  
Winston-Salem, NC 27109  
(336) 758-4414