

## Moses Terrell Scholarships & Charity, Inc. (Event Coordinator)

### Scholarship Gala Weekend

#### Vendor Agreement Terms and Conditions:

**Vendor Dates:** Friday, February 27, and Saturday, February 28, 2026.

**Vendor rental fee - \$125.00:** The rental fee is payable within 24 hours of Moses Terrell Scholarship & Charity, Inc., notifying the vendor by email that it has been accepted as a vendor for its scholarship gala weekend. Zelle vendor fee to [mosesterrellscholarships@gmail.com](mailto:mosesterrellscholarships@gmail.com). Vendor checks and other forms of payment are not acceptable. Moses Terrell Scholarship & Charity, Inc., the event coordinator, reserves the right to determine the vendors for its events.

**Event location:** Crowne Plaza O'Hare Hotel, 5440 North River North Road, Rosemont, IL 60018

**Vendor set-up and operating hours:** Friday, February, 27th from 5:00 pm to 11:00 pm and Saturday, February, 28th from 5:00 pm to Sunday morning, March 1st, 12:01 am. All vendors will be provided with one 6 foot covered table and 2 chairs.

**Vendor responsibility:** As an independent contractor, the vendor is solely responsible for the transport, storage, supervision and any all care concerning any and all of its merchandise/products. Once approved, vendors will be assigned a personal contact via email from Moses Terrell Scholarship & Charity. It is the vendor's responsibility to communicate with their personal contact for details regarding vendor setup in the hotel and any other questions or concerns that may arise while conducting business at the gala weekend.

**Questions:** email us at [mosesterrellscholarships@gmail.com](mailto:mosesterrellscholarships@gmail.com). You can also visit the contact tab on our website at [mosesterrell.org](http://mosesterrell.org).

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Name of business: \_\_\_\_\_

Email: \_\_\_\_\_ Cell: \_\_\_\_\_

Merchandise/products you will sell at the gala weekend: (Only the merchandise/products specified below can be sold at the event. Violation of this policy will result in the immediate termination of this vendor agreement.)

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I, \_\_\_\_\_, owner/operator of \_\_\_\_\_

agree to the terms and conditions of the Moses Terrell Scholarship & Charity, Inc., Vendor Agreement as stated above.

Signature: \_\_\_\_\_ Print name: \_\_\_\_\_

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

**ONLY COMPLETED APPLICATIONS WILL BE CONSIDERED**