

Vendor Contract Form Sample for Events Management

This **vendor contract form sample** is designed specifically for events management, ensuring clear terms and conditions between event organizers and suppliers. It streamlines the agreement process, outlining responsibilities, payment details, and service expectations. Using this form helps protect both parties and facilitates smooth event execution.

Parties Involved	
Event Organizer Name	<div></div>
Vendor/Supplier Name	<div></div>
Contact Information	<div></div>
Event Date/s	<div></div>
Event Location	<div></div>
Scope of Services / Products	
Description	<div></div>
Payment Terms	
Agreed Fee	<div></div>
Payment Schedule	<div></div>
Payment Method	<div><input type="checkbox"/> Cash <input type="checkbox"/> Bank Transfer <input type="checkbox"/> Check</div>
Responsibilities	
Organizer Responsibilities	<div></div>
Vendor Responsibilities	<div></div>
Terms & Conditions	
<div><ul style="list-style-type: none">• All services/products must be rendered and delivered on the specified event date and location.• Both parties agree to comply with event regulations, health and safety standards, and agreed schedules.• Cancellation policy: [Insert details about advance notice and penalties, if applicable].• Any changes to this agreement must be in writing and signed by both parties.• Payment must be completed as per the agreed schedule to avoid service interruption.</div>	

Event Organizer Signature:

Name:

Date:

Vendor/Supplier Signature:

Name:

Date: