Please respond to **All Applicable** questions and verify your information carefully prior to submitting.

**Today’s Date**: Click or tap to enter a date.

**Are You the Following:**

New Vendor Existing PWCSA Vendor

**Organization Type (Check All That Apply):**

Minority Business Small Business Woman - Owned Business

Disabled Veteran Not Applicable



**VENDOR REGISTRATION INFORMATION:**

**Vendor Name:** Click or tap here to enter text.

**Physical Address:**Click or tap here to enter text.

**Contact Name:** Click or tap here to enter text. **Title:**Click or tap here to enter text.

**Telephone:**Click or tap here to enter text. **Fax:**Click or tap here to enter text.

**E-Mail:**Click or tap here to enter text. **Website:**Click or tap here to enter text.

**Tax ID #:**Click or tap here to enter text. **SCC #:**Click or tap here to enter text.

**DUN #:** Click or tap here to enter text.

**Years in Business:**Click or tap here to enter text.

**Are you registered on the following platforms:**

eVA[**https://eva.virginia.gov/index.html**](https://eva.virginia.gov/index.html)SBSD [**https://directory.sbsd.virginia.gov/#/directory**](https://directory.sbsd.virginia.gov/#/directory)

Not Registered

**Vendor Services, Products, Commodity Codes, Other:**

Click or tap here to enter text.



**NOTIFICATION and DEADLINE DATES FOR VENDORS:**

**Event Date:** Wednesday, June 14, 2023, 9:00 am through 12:00 pm

**Application Due Date:** April 14, 2023, 12:00 pm

**PWCSA Notification of Acceptance by Email Date:** May 5, 2023, EOB

**Cancellation of Registration Date:** April 28, EOB

**Vendor Set-Up Time:** 8:15 – 8:30 am  **Vendor Breakdown Time:** 11:55 am – 12:15 pm

**VENDOR RULES & REQUIREMENTS:**

1. If the participating Vendor requires additional needs regarding space, access to water, or location, it must be noted with your application.
2. Insurance Requirements: All Vendors with food, or vehicles onsite are required to provide proof of liability insurance. Proof of liability insurance must be submitted with your application (Reference Section 6 in Standard Terms and Conditions for the enclosed requirements).
3. After unloading your table and material, **all Vendors must park their vehicles outside of the Service Authority in the parking lot on Ricter Way.** Vendor vehicles will not be allowed to drive on or off the Service Authority property during the event time frame. Ricter Way parking lot is within proximity and walking distance.
4. The Vendor booth location and space information will be provided via email to the applicant after the listed, term application deadline.
5. By signing this form, the Vendor agrees to be set up by 8:15 am and remain set up until 11:50 am. The Service Authority has the right to forfeit future participation with a Vendor that arrives late or breaks down before the event start and end time.
6. **Each Vendor/Applicant will be responsible for providing their own folding table.** Your table may not exceed the following measurements, 72”x 30"x 29". You may bring no more than (2) folding chairs that will be placed behind your table. In addition, you may bring the following items: backdrop, pop-ups, tablecloth, brochures, promotional products, and handouts. These items may not exceed the length of the provided folding table measurements listed.
7. The Service Authority will not provide an electrical outlet or electrical support system to Vendors.

**STANDARD TERMS AND CONDITIONS:**

**Section 1: Terms of Service**

Vendors shall comply with the Terms and Conditions of services herein for the Vendor Expo.

**Section 2: Photographs**

There may be photographs taken at this event and used in education, news, and promotional materials, whether in print, electronic, or other media sources. Participating in this event grants the Service Authority the right to use your name and photograph for such purposes. All postings become the property of the Service Authority and may be displayed, distributed, or used by the Service Authority for said purpose.

**Section 3: Vendor Registration; Modification**

By registering with us as a Vendor, you represent and warrant that you are at least eighteen (18) years of age and not a minor in your state of residence, and that, if you are executing a Vendor Contract and any other part of the Vendor Expo Agreements on behalf of an entity, you have been duly authorized to so act by such entity. We reserve the right to modify our policies regarding our exhibitors at any time upon notice to you. If you do not agree to abide by the provisions of the Vendor Expo Agreements, you are not authorized to attend the Vendor Expo.

**Section 4: Indemnification and Hold Harmless**

To the fullest extent permitted by law, the Vendor shall indemnify and hold harmless the Service Authority, its officials, and employees from and against third-party liability, suits, actions, damages, costs, losses, and expenses, including but not limited to reasonable attorneys’ fees, expert witness costs and all other reasonable costs and expenses incurred in preparing, negotiating, or prosecuting through trial and appeal any claim, demands, and claims for personal injury, bodily injury, sickness, diseases or death or damage or destruction of tangible property or loss of use resulting therefrom, to the proportionate extent caused by, misconduct or negligent acts, errors or omissions of the Vendor, its officials, agents, employees or subcontractors in the performance of work under this agreement.

**Section 5: Governing Law and Choice of Forum**

This agreement is binding upon the assigns and successors of each party. Except to the extent Federal law is applicable, the interpretation, effect, and validity of this agreement shall be governed by the laws of the Commonwealth of Virginia.

**Section 6: Insurance**

The Vendor is required to have the appropriate amount of insurance coverage for the duration of the event, including move-in, move-out, and transportation to and from the Service Authority. The Vendor will, at its sole cost and expense, procure and maintain through the term of this contract, comprehensive general liability insurance claims for bodily injury or death and property damage and loss occurring in or upon, resulting from, arising out of, or related to the Service Authority premises. Such insurance shall include contractual liability and product liability coverage in commercially reasonable amounts to cover the Vendor and the Service Authority’s exposure to loss. Such insurance shall name the Service Authority and the facility therein as an additional insured (with no limitation). The Vendor’s Workers’ Compensation and Occupational Disease insurance shall be in full compliance with all federal and state laws, covering all the Vendor’s employees engaged in the performance of any work for the Vendor.

Certificates of said insurance shall be provided to show management by the Vendor before the opening of the expo. Failure to not provide an insurance certificate does not relieve the Vendor from its insurance obligation. The Vendor should be solely liable for all claims, liabilities, actions, costs, damages, and expenses arising out of and or relating to the custody, possession, operation, maintenance, or control of said space of exhibit, for negligence or any other liability relating thereto and said Vendor does hereby indemnify and hold harmless the Service Authority, its agents’ employees, and sponsoring organizations against any such claims as may be asserted against it.

**Section 7: Disclaimer**

PWCSA Supplier Diversity Expo 2023 applications will be accepted on a first-come, first-served basis due to space availability. Upon the application deadline, the Service Authority will determine the final number of vendors accepted for the Vendor Expo based on the Service Authority’s needs and requirements. The Service Authority has the right to discard any application without vindication. You are welcome to place vendor handouts and promotional products at your booth for attendees. This does not guarantee an award with the Service Authority.

**Return this Registration Form by April 14, 2023, 12:00 pm to:**

Email: [SAprocurement@pwcsa.org](mailto:SAprocurement@pwcsa.org) or

US Postal Mail:

Attn: PWCSA Procurement Department

P.O. Box 2266

Woodbridge, VA 22195-2266

\*By submitting this form, I certify that the information supplied herein is correct. I understand that this form is subject to review and investigation prior to validation for procurement on approved vendor lists.

Vendor Name: Click or tap here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Contact Name (Printed): Click or tap here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Contact Signature: Click or tap here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: Click or tap to enter a date.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_