



VENDOR DEMO AGREEMENT

Vendor (legal entity name): _____

Vendor Contact Name/Title: _____

Vendor Contact Phone/Email: _____

Demo Company: _____

Company Contact: _____

Company Contact Phone/Email: _____

Demo Representative Name: _____

Demo Representative Phone/Email: _____

Vendor will comply with the following demo requirements:

- Vendor must schedule demos with Ellwood Thompson's (E.T.) Demo Coordinator.
- Vendor must communicate to its E.T. Department Manager 48 hours in advance of scheduled demo to confirm product availability.
- Vendor must give Demo Coordinator 24 hours notice for canceled demos, via telephone and email. Exceptions are allowed in cases of emergency.
- Vendor must arrive, set up and be ready to present at their scheduled demo time.
- Vendor must stay the entirety of their scheduled demo time.
- Vendors must not use cell phones while presenting. Our stewards are not allowed to have visible cell phones in the store, and we ask that vendors give our customers the same courtesy. ***Absolutely no texting at the demo station.***
- Vendors must sign in and out at the Customer service desk.
- Vendors must bring own gloves, cups, etc. Trash can and table will be provided, unless otherwise stated.
- Vendor must bring own product to sample or coordinate in advance with its Department Manager to purchase products off the floor.
- If a signature is required at completion of demo, please ask the Demo Coordinator to sign it. If unavailable, then ask the Department Manager or Assistant Department Manager.

