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**CACTUS and SUCCULENT  
SOCIETY of NEW MEXICO**

P.O. Box 21357

Albuquerque, New Mexico 87154-1357

<http://www.new-mexico.cactus-society.org>

**ANNUAL SHOW AND SALE VENDOR AGREEMENT**

This Cactus and Succulent Society of New Mexico (CSSNM) **Vendor Agreement** outlines the **terms, conditions, and responsibilities** for **Vendors** selling plants or other products at the CSSNM annual spring show and sale in Albuquerque, NM. **By signing this agreement, the Vendor agrees to these terms.**

1. **Vendors** will submit all requests and queries to the **Sales Chairperson**, and all **Chairperson's** decisions will be final.
2. **Vendors** will receive 70% of sales revenue and CSSNM will receive 30%.
3. **Vendors** are responsible for paying their own taxes. Because NM has a gross receipts tax in lieu of a sales tax, CSSNM can collect the revenues on behalf of the seller, but is prohibited by law to pay taxes for them.
4. The **Sales Chairperson** will allocate the table space for each **Vendor**. **Vendors** may not expand into other spaces, including floor space, without prior approval of the **Sales Chairperson**.
5. All potted plants must be well established, free of pests and disease, and ready for sale. Plants for sale should be recognized members of cacti, succulents, and xerophytes families.
6. Plant sales will take place in the sales room only.
7. Members of CSSNM will run the checkout area.
8. Payment to **Vendors** will be made within approximately three (3) weeks after the close of the sale.
9. **Vendors** will set up during the day and times specified by the **Sales Chairperson**. Sale hours are Saturday and Sunday, 10:00 a.m. to 4:00 p.m. on the dates specified in the **Vendor** invitation.
10. **Vendors** should have all sale items priced upon arrival utilizing barcodes. The barcode labels must be placed on the container and must not have multiple labels with conflicting pricing. Barcode labels may be obtained by using the enclosed order form (also found on the CSSNM website).
11. **Vendors** are responsible for protecting their sale items, including auction items, during sale hours. The sales room will be secured when sales are not taking place.
12. **Vendors'** sale area cannot be dismantled until the end of the sale, or permission is given by the **Sales Chairperson**. Early removal may be granted if the **Chairperson** determines that a half-price sale will be conducted at the end of the final day. In this event, the **Chairperson** will notify the **Vendors** when they can begin removing their products.

Vendor's Name: \_\_\_\_\_

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

Note: Food and other amenities provided for CSSNM workers is also available to Vendors.