

**2023 Merchandise Vendor Application**  
USDA Employee Services & Recreation Association



(202) 720-3772  
info@usdaesra.org

1400 Independence Ave, SW  
Washington, DC 20250

**2023 E.S.R.A. Merchandise Vendor Application**

Thank you for your interest in vending at the United States Department of Agriculture in Washington, DC.

Please fill out the required fields and read this application in its entirety.

**Please return the completed application to E.S.R.A. at: info@usdaesra.org**

\_\_\_\_\_  
Vendor Business Name

\_\_\_\_\_  
Vendor Full Name

\_\_\_\_\_  
Email Address (All vendors must have a valid email address that they check frequently. This is the most frequent means of communication for our program).

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Company Website (if applicable)

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Business Address (if different from home address)

\_\_\_\_\_  
Type of Merchandise to be sold (Please also provide a list of products with prices and pictures if possible).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Vehicle Information (for security): Car Make, Model, Color, License Plate #, State

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References: Please list references from other Federal Agencies where you have vended in the past, or other locations you have vended before (schools, hospitals, expos, etc.)

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

### **Vendor Rules & Regulations Agreement**

#### **Background:**

The US Department of Agriculture Employee Services and Recreation Association (E.S.R.A.) is a non-profit (501.c.4) organization that exists to provide programs and services to USDA Employees.

The Associations' facilities and services are located in the Sub-Basement Ag-Promenade, located in the South Building of USDA Headquarters, 1400 Independence Ave SW, Washington, DC 20250. Businesses operated by the Association include the E.S.R.A. Gift Shop, several restaurants and two Fitness Centers, one of which is located in Riverdale, Maryland. The Association also provides a broad range of recreational and educational programs for USDA employees. The USDA South Building is conveniently located at the Smithsonian Metro Stop on the Orange/Blue/Silver line.

#### **Scope of Vendor Program:**

E.S.R.A. brings in various merchandise vendors on a daily basis to sell unique goods and services to employees that you can't find anywhere else. Vendors are selected for the quality and uniqueness of their merchandise and sell products such as clothing, handbags and leather goods, jewelry, perfume and oils, home products and more. All merchandise vendors set up in the Ag-Promenade in the South Building from 9:00am – 2:00pm, arrival time is 9:00am. All vendors are individual business owners and are not employees of the Association. The vendor program is not designed for franchised companies or "home business" companies in direct sales (such as Avon, Mary Kay, Stella and Dot, LuLaRoe, etc.). On-Site Vendors must undergo an interview and an inspection of their entire product before they are selected. If approved, they are allowed to schedule dates for vending.

#### **Vendor Program General Information:**

- **Location:** USDA South Building Ag-Promenade in Washington, DC.
- **Time:** 9:00am to 2:00pm.
- **Fee:** \$30 for 1 day, \$25 per day if booking for 2-3 days, and \$20 per day if booking for 4-5 days.
- **Set Up:** Each vendor gets 2 tables, or 1 table and 1 display stand. Room is shared between up to 4 vendors.
- **Scheduling:** Vendors can book space/ set up for 1 – 5 days per week, depending on availability. Fridays are not currently available to book. Payment must be made at the time of scheduling.

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### **General Rules & Regulations:**

While the Association wants to make it as easy as possible for vendors, these regulations and procedures are meant to protect both the Association and the vendor from fraud, misrepresentation, and misunderstanding.

1. All perspective merchandise vendors shall be subject to an interview by E.S.R.A. staff prior to acceptance into the program and scheduling of dates. Such factors as quality and uniqueness of merchandise, price points, return policy, etc. will be discussed in the interview. **INITIAL** \_\_\_\_\_
2. The Association may conduct background checks with appropriate sources regarding the financial viability of the vendor, and past business practices. **INITIAL** \_\_\_\_\_
3. Under no circumstances will Franchise Vendors be allowed to vend in this Federal Building. This includes but is not limited to: Mary Kay, LuLaRoe, AVON, etc. **INITIAL** \_\_\_\_\_
4. All on-site visiting merchants are considered contractors of the Association, and are a direct representation of our company. E.S.R.A. operates in a business environment. It is expected that all vendors act in a professional manner including appropriate attire, polite customer service and honest business practices. **INITIAL** \_\_\_\_\_
5. This is a Federal Building so please dress accordingly. Absolutely no sweat pants, torn jeans, obscene or otherwise unprofessional/ offensive clothing is permitted. **INITIAL** \_\_\_\_\_
6. No vendor will be able to enter the building should there be an outstanding balance on their account. **INITIAL** \_\_\_\_\_
7. It is advised that vendors do not take check payments or “lay-away” payments under any circumstances. Failure to receive proper payment from a USDA employee/customer is the sole responsibility of the vendor and not E.S.R.A. Harassment to an employee/customer for full payment will not be accepted under any circumstance. **INITIAL** \_\_\_\_\_
8. You are responsible for setting up and taking down your displays. It is the vendor’s sole responsibility to have proper tools such as hand trucks or carts to move their inventory. Please clean up after yourself and leave the space the way you found it. **INITIAL** \_\_\_\_\_
9. Vendors are not permitted to sell “knock off” or counterfeit merchandise under any circumstance. **INITIAL** \_\_\_\_\_
10. All vendors are required to keep their own records and receipts for tax purposes. E.S.R.A. will provide vendors with payment receipts but it is up to the vendor to file the appropriate taxes, including sales tax. All taxes must be filed in accordance with the appropriate Federal, State and Local laws. **INITIAL** \_\_\_\_\_
11. All vendors will be provided with a table, chairs and a tablecloth. It is up to the vendor to bring any other necessary items such as hangers or clothing racks, and must be disclosed prior to scheduling for E.S.R.A. approval (extra tables, display furniture etc. not permitted). Vendors are not permitted to display items in the hallway or outside of the vending room. **INITIAL** \_\_\_\_\_
12. Vendors are responsible for cleaning their spaces, and taking out any trash/ items brought into the vendor room, at the end of each day. Failure to do so will result in a \$10 cleaning fee, per day. **INITIAL** \_\_\_\_\_

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### **Scheduling:**

1. Scheduling is done by E.S.R.A. on a monthly basis. This policy is to ensure that all vendors receive equal opportunity to vend on “high traffic” days, including new vendors being brought into the program. This will also ensure that there are no scheduling confusions or missed opportunities for both E.S.R.A. and the vendors. **INITIAL** \_\_\_\_\_
  - a. Requested dates are due one month in advance, on the 1<sup>st</sup> of that month. For example, vending dates for July are due on June 1<sup>st</sup>.
  - b. Additional dates can be booked after the monthly schedule is made based on a first come, first serve basis.
2. Once you submit your requested vending dates, E.S.R.A. will get back to you with a confirmation of dates you are scheduled for. You are not automatically scheduled for dates you requested. **INITIAL** \_\_\_\_\_
3. ESRA follows the OPM schedule, including Federal Holiday and “snow days”. If the Federal Government is closed, the building is closed, all vending is canceled and you will be rescheduled for another day. If there is a delay or early release, it is at E.S.R.A.’s discretion to allow vending that day or not. You will not be charged for cancellation or “no show” on snow days. **INITIAL** \_\_\_\_\_

**Payment:** Payment can be made via credit card or, with cash or check in person at the time of the booking request. The fee is \$35 for 1 day, \$30 per day if booking for 2-3 days, and \$25 per day if booking for 4-5 days. Vendors will be provided with a receipt. **INITIAL** \_\_\_\_\_

**Security/Badges:** All visitors/vendors must have a picture ID to enter the building, and have their items screened by security personnel. All Vendors will be considered Visitors and will need to be escorted into and around the building by an E.S.R.A. staff member.

- The Visitor’s Entrance is located at Wing 3 on Independence Avenue. Please be aware that there is no ramp/elevator at this entrance (only steps). **INITIAL** \_\_\_\_\_
- E.S.R.A. does not provide parking for vendors. It is up to the vendors to have adequate transportation, find parking, and arrive on time (9:00am). **INITIAL** \_\_\_\_\_
- E.S.R.A. vendors are not permitted to go in any areas of the building without proper escort by USDA personnel or prior permission. Vendors are not permitted to visit employees in their office under any circumstance. All sales are to be made in the Ag-Promenade vendor room only. **INITIAL** \_\_\_\_\_

**Cancellation Policy:** If for some reason you should have to cancel, you must notify E.S.R.A. staff at least 24 hours in advance. If canceling, you will be given the opportunity to reschedule, refunds are not provided for vendor cancellations. Should you need to cancel at the last minute for unforeseen circumstances, you should notify E.S.R.A. staff immediately. Cancellations less than 24 hours in advance will result in forfeit of fee for that day. Failure to notify will result in a \$10 fee, in addition to the forfeit of fee for that day. **INITIAL** \_\_\_\_\_

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By signing this form, you confirm that you have read this application and understand its contents in its entirety. E.S.R.A. reserves the right to alter these regulations at any time and at their sole discretion. E.S.R.A. reserves the right to remove vendors from the building or deny them participation in the program should vendors not abide by these rules and regulations.

I agree to abide by the conditions stated in this policy.

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Signature

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Date