

FOR OFFICIAL USE ONLY

VENDOR DEMONSTRATION AGREEMENT
DEPARTMENT OF THE ARMY
MISSION AND INSTALLATION CONTRACTING COMMAND
FORT BENNING CONTRACTING OFFICE
6600 MELOY DRIVE, BLDG 6, SUITE 250
FORT BENNING, GA 31905-1300

CONTROL NO. W911SF-_____
(ASSIGNED BY Contracting Office)

VENDOR DEMONSTRATION/PRODUCT DISPLAY/"FREE" SERVICE AGREEMENT

_____, hereinafter referred to as the "vendor" is authorized to conduct a demonstration, product display, or "free" service for Fort Benning, GA personnel subject to the terms of this agreement.

DESCRIPTION OF DEMONSTRATION, PRODUCT DISPLAY, OR "FREE" SERVICE:
(FILLED IN BY VENDOR)

LOCATION OF DEMONSTRATION, DISPLAY OR "FREE" SERVICE:
(FILLED IN BY VENDOR)

DATE(S) AND DURATION OF DEMONSTRATION, DISPLAY OR "FREE" SERVICE:
(FILLED IN BY VENDOR)

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VENDOR DEMONSTRATION AGREEMENT

The parties to this agreement agree as follows:

1. The vendor shall demonstrate the capabilities of its (*Filled in by Vendor*)

to personnel assigned to (Name of Sponsoring Organization/Agency) or attended by:

The demonstration is to be conducted by vendor personnel using vendor provided equipment. All necessary equipment and other materials required for this demonstration shall be transported to and from the demonstration site by the vendor.

2. The US Government, specifically (*Filled in by Vendor*)

(Name of Sponsoring Organization/Agency): _____

will provide the vendor a designated area and necessary utilities required to conduct the demonstration.

3. The vendor demonstration and product display are conducted for the sole purpose of demonstrating product capabilities and not for fulfilling mission requirements for an interim time frame. Neither the examination nor demonstration of above described items or services shall in any way obligate the US Government to purchase or otherwise acquire the items or services demonstrated or displayed.

4. The U.S. Government assumes NO cost or obligation, expressed or implied, for damage to, destruction of, or loss of any vendor provided equipment or material used in the demonstration.

5. The vendor is responsible for all food, lodging and transportation expenses incurred by its personnel as a result of this product demonstration.

6. In return for the opportunity to demonstrate the capabilities of (*Filled in by Vendor*)

the vendor agrees not to file any claims against the US Government or otherwise seek any form of reimbursement for the use, or compensation for the loss, damage or destruction of the product displayed during this demonstration.

7. The US Government is NOT bound nor obligated in any way to give any special consideration to the vendor on future contracts as a result of this demonstration.

8. The Contracting Officer is the duly authorized representative of the US Government for purposes of this agreement.

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9. This agreement constitutes the entire agreement between the vendor and the US Government with respect to the demonstration or display of the items or services described above, and there are no other terms or conditions other than those stated herein. This agreement may only be modified by execution of a written addendum signed by the parties hereto.

VENDOR INFORMATION:

Company Name: _____

Point of Contact: _____

Address: _____

Telephone Number: _____

Email or Website Address: _____

(Print Name and Title of Vendor/Company Representative)

DATE: _____

(Signature of Vendor/Company Representative) **Must be original signature (NO digital signature)**

END OF FILL IN INFORMATION BY VENDOR

TO BE COMPLETED BY GOVERNMENT PERSONNEL

SPONSORING ORGANIZATION/AGENCY INFORMATION:

APPROVING COMMANDER/DIRECTOR: (or Authorized Representative)
UNIT/ORGANIZATION/DIRECTORATE)

(Print Name of Commander/Director (or Authorized Representative)

DATE: _____

(Signature of Commander/Director (or Authorized Representative))

**MISSION AND INSTALLATION CONTRACTING COMMAND,
FORT BENNING CONTRACTING OFFICE**

(Print Name of Contracting Officer

DATE: _____

(Signature of Contracting Officer)

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QUICK NOTES:

1. Page 1 - Control Number is assigned by Mission and Installation Contracting Command (MICC), Contracting Office, Fort Benning, GA
2. Pages 1 through (top of) 3 – information is filled in by the Vendor/Company submitting the agreement form requesting to provide demonstration or display product. Vendor information and signature is required prior to submission to Sponsoring Unit/Activity for review by the Contracting Office.
3. Bottom of Page 3 – information is completed by designated Government Personnel. Commander/Director approval information and signature is required. A pre-review of the document may be conducted by the Contracting Office prior to approval by Sponsoring Unit/Activity.
4. Final approval of the document is made by the Contracting Officer (signature of Contracting Officer is required).
5. DISTRIBUTION - after all signatures are obtained, distribution is made by the Contracting Office as follows:
 - One (1) copy – Vendor
 - One (1) copy – Sponsoring Activity
 - Original – maintain at MICC, Fort Benning Contracting Office
6. Further assistance with questions/comments regarding completing this form can be obtained by contacting Mr. Alfonza Walker at (706) 545-2221 or email: Alfonza.walker3.civ@mail.mil.