

**FOR OFFICIAL USE ONLY**

VENDOR DEMONSTRATION/  
PRODUCT DISPLAY/"FREE" SERVICE 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)

---

---

**FOR OFFICIAL USE ONLY**

**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.

**FOR OFFICIAL USE ONLY**

**VENDOR DEMONSTRATION AGREEMENT**

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.

9. The US Government and the Vendor acknowledge that the display of Vendor's product, its capabilities, and the presentation of any technical data associated with it occurring by reason of this agreement may involve the participation of foreign military personnel assigned as liaisons to the United States Army and other components of the Department of Defense, as well as personnel of United States coalition partners, and that such display and disclosure may be considered an "export" of technical data under the International Traffic in Arms Regulations (ITAR), 22 CFR Chapter I, Subchapter M. However, the US Government and Vendor agree that to the extent that the display and presentation is considered an export of technical data, such export may be exempt from any licensing requirements or the requirement of approval by the Directorate of Defense Trade Controls pursuant to the exemption set out in 22 CFR, Chapter I, Subchapter M, Paragraph 125.4(b)(1): Technical data, including classified information, to be disclosed pursuant to an official written request or directive from the U.S. Department of Defense. The parties agree to cooperate to secure, prior to the date of demonstration or display, the required certification for the use of such ITAR exemption from the U.S. Army Authorized Exemption Official or the Exemption Certifying Official, pursuant to SAAL-NP, Memorandum from Craig D. Hunter, Deputy Assistant Secretary of the Army for Defense Exports and Cooperation, Department of Defense (DoD) Guidelines for Certifying Use of International Traffic in Arms Regulation (ITAR) Exemptions, May 20, 2004.

10. 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)

\_\_\_\_\_  
*(Signature of Vendor/Company Representative)* **DATE:** \_\_\_\_\_  
**Must be original signature (NO digital signature)**

**END OF FILL IN INFORMATION BY VENDOR**

**FOR OFFICIAL USE ONLY**

**VENDOR DEMONSTRATION AGREEMENT**

---

***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))

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

DATE: \_\_\_\_\_

MISSION AND INSTALLATION CONTRACTING COMMAND,  
FORT BENNING CONTRACTING OFFICE

\_\_\_\_\_  
(Print Name of Contracting Officer)

\_\_\_\_\_  
(Signature of Contracting Officer)

DATE: \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

**VENDOR DEMONSTRATION AGREEMENT**

**QUICK NOTES:**

1. This form is to be used where foreign military personnel may be allowed to view or otherwise have access to the demonstration
2. Page 1 - Control Number is assigned by Mission and Installation Contracting Command (MICC), Contracting Office, Fort Benning, GA
3. 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.
4. 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.
5. Final approval of the document is made by the Contracting Officer (signature of Contracting Officer is required).
6. DISTRIBUTION - after all signatures are obtained, distribution is made by the Contracting Office as follows:
  - a. One (1) copy – Vendor
  - b. One (1) copy – Sponsoring Activity
  - c. Original – maintain at MICC, Fort Benning Contracting Office
7. Further assistance with questions/comments regarding completing this form can be obtained by contacting by contacting Mr. Alfonza Walker at (706) 545-2221 or email: Alfonza.walker3.civ@mail.mil.