



**Virginia Association of Healthcare Auxiliaries and Volunteers
Capital • Hampton Roads • Northern • Piedmont • Southwestern**

SAMPLE MEMORANDUM OF UNDERSTANDING

This memorandum of Understanding is made and entered into this ____ day of _____, 20____, by and between the Auxiliary, hereinafter referred to as "Auxiliary" and _____, hereinafter referred to as "Vendor."

The Auxiliary is a service organization associated with _____ Hospital, _____, Virginia, and the Vendor from _____ sells certain items of personal property clearly defined as follows:

_____.

The Auxiliary and Vendor agree that the sale of the Vendor's items, as listed above, is to be conducted at _____ Hospital on the ____ day of _____, 20____, beginning at _____ () a.m. () p.m. and ending at _____ () a.m. () p.m.. The Vendor will be allowed to set up the items beginning at _____ () a.m. () p.m. on the ____ day of _____, 20____, prior to the sale and dismantle by _____ () a.m. () p.m. on the ____ day of _____, 20____, after the sale.

The Vendor agrees to pay the Auxiliary _____ percent (____%) of the gross receipts of said sale. Either party may terminate this Memorandum of Understanding by giving (____) days' notice in writing of their intention to cancel and the Memorandum of Understanding will be null and void.

(Name) - Authorized Auxiliary Representative

(Auxiliary Name)

(Auxiliary President)

(Name) - Authorized Vendor Representative