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VENDOR VISIT AND BRIEFING AGREEMENT

(Company Name), hereafter referred to as the “Vendor,” is authorized to conduct a demonstration, product display, or briefing for National Guard Bureau or other authorized personnel, about materials or subjects as herein described, and subject to the terms of this agreement.

DEMONSTRATION, PRODUCT DISPLAY, OR BRIEFING: **(Describe)**

LOCATION & DATE(S) OF DEMONSTRATION, PRODUCT DISPLAY, OR BRIEFING: **(List)**

The parties to this document agree as follows:

1. The primary purpose is to provide the Vendor with an opportunity to explain their product or service and shall not be used as an attempt to seek procurement sensitive information.
2. Demonstrations, product displays, and briefings will be conducted for the sole purpose of demonstrating or displaying the capability of a particular item(s) or service and not for fulfilling mission requirements for an interim time frame. The demonstration, product display, or briefing will in no way, expressed or implied, obligate the National Guard Bureau to purchase, rent, or otherwise acquire the item(s) or service demonstrated, displayed, or briefed. The Contractor has sole responsibility for furnishing all supplies and equipment necessary to accomplish the demonstration, product display, or briefing. Demonstrations, product displays, or briefings will be conducted by an authorized representative of the Contractor furnishing the item(s) or services; no U.S. military or civilian employee of the Department of Defense will demonstrate or display item(s) or services on behalf of a Contractor. The National Guard Bureau shall not assume the costs of or obligation for, expressed or implied, damages to, destruction of, or loss of a Contractor’s equipment. The Sponsor Lead is the duly authorized representative of the U.S. Government for the purpose of this agreement and is (Full Spelling of Sponsor Lead’s First and Last Name), of (Full Spelling of Office or Directorate), at (10-digit Phone Number). The Sponsor Lead will work with the Contractor to schedule the demonstration, product display, or briefing, and coordinate logistics, security, and information technology requirements. The Sponsor Lead does not have the authority to commit the U.S. Government to any agreements or contracts, and will not be authorized to make any contact with the Contractor’s organization until the Sponsor Lead has contacted NGB- OPARC-AQ.
3. The Contractor will not file any claim against the U.S. Government or otherwise seek compensation for any information or services provided under this agreement.

4. Nothing in a meeting with, or demonstration by, the Contractor shall be construed as an obligation on behalf of the U.S. Government. The National Guard Bureau and the Department of Defense are not bound, nor obligated, to follow any recommendations by the Contractor. The U.S. Government is not bound, nor obligated, in any way to give any special consideration to the Contractor on future contracts.

5. No U.S. Government services or U.S. Government-owned supplies will be provided for use by the Contractor.

_____/_____
Vendor Company Name **Vendor Title**

_____/_____
Signature of Vendor **Date of Signature**

_____/_____
Signature of Sponsor Lead **Date of Signature**