

EVENT VENDOR APPLICATION FORM

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EVENT INFORMATION

EVENT TITLE		REGISTRATION DEADLINE DATE
EVENT LOCATION NAME		EVENT DATE(S)
EVENT ADDRESS		ACCEPT/REJECT NOTIFICATION DATE
PHONE	FAX	EVENT MANAGEMENT POINT OF CONTACT EMAIL
EVENT ID. if applicable		EVENT WEBSITE

EVENT SCHEDULE

VENDOR MOVE-IN	EVENT HOURS	VENDOR MOVE-OUT

EVENT DESCRIPTION

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VENDOR SPACE INFORMATION

SIZE OF VENDOR SPACE		BASE COST
WHAT WE PROVIDE	WHAT VENDOR WILL NEED TO PROVIDE	AVAILABLE FOR A FEE

ADDITIONAL INFORMATION REGARDING EVENT SPACE AND AMENITIES

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BASE FEE AND ADDITIONAL ITEM FEE PAYMENT INFORMATION

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FEE INFORMATION NSF fees are \$25.00 per returned check.

FEE AMOUNT	MADE PAYABLE TO			
PAYMENT METHOD	CHECK	MONEY ORDER	CREDIT CARD	
NAME ON CARD	CREDIT CARD NUMBER		EXP. DATE	SECURITY CODE

VENDOR INFORMATION

VENDOR NAME			REGISTRATION SUBMISSION DATE
ADDRESS			
PHONE	FAX	EMAIL	
VENDOR ID. if applicable		WEBSITE	

VENDOR DESCRIPTION

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CERTIFICATION

I hereby affirm that all information supplied is true and accurate to the best of my knowledge and belief, and I understand that this information will be considered material in the evaluation of quotations, bids, and proposals. Notice must be given of any change in status impacting the information provided within ten (10) days of said change.

NAME	TITLE
SIGNATURE	DATE

COMPLETED FORM SUBMISSION PROCESS

CANCELATION TERMS / FEES

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