



The University of Arizona & Center for Student Involvement & Leadership

2008-2009 Festival of Fairs Holiday Gift Expo Nov. 20, 2008

Vendor Participation Agreement



BUSINESS INFORMATION

Name of Business _____

Business Address _____

Business Phone _____ Fax _____

Contact Person _____

Contact's phone number _____ Email _____

*Tax ID# _____ *Business License # _____

***ATTACH COPY OF TAX ID OR BUSINESS LICENSE
(Only if New Vendor, Repeat Vendors on file)**

RESERVATION & PARTICIPATION FEES

2008			
Nov. 20	Holiday Gift Expo	Vendor \$200.00 _____	Non-Profit/UA Staff \$50.00 _____
2009			
Jan. 15	Spring Vendor Fair	Vendor \$200.00 _____	Non-Profit/UA Staff \$50.00 _____
April 23	Community Services Fair	Vendor \$200.00 _____	Non-Profit/UA Staff \$50.00 _____
		TOTAL _____	TOTAL _____

Registration includes 10'X10' space, one 6' table, 2 chairs and one parking space in 2nd St. Garage only). (Parking not included for UA staff/student vendors).

Optional services--Additional parking, tables, chairs and tents are available for additional fees as follows:

If signing up for more than one fair, remember these optional fees are charged for EACH fair.

10'x10' TENT (delivered, set-up, take-down and pick-up) \$100.00

Additional parking passes for 2nd St. Garage **\$10.00 each vehicle** \$10.00 _____

Additional table and/or chairs \$25.00 _____

Requested table #: _____ 1st Choice _____ 2nd Choice _____ 3rd Choice _____

(Location preference not guaranteed, table assignments on first-come, first-paid basis only, non-profit/staff sites are assigned)

Make checks payable to *The University of Arizona* or fill out credit card information below.



Amt. to be charged \$ _____ VISA/MASTERCARD only (circle)
CARD # _____ - _____ - _____ - _____ Exp ____/____
Signature X _____

(see reverse for policies & signature)

POLICIES & ADDITIONAL INFORMATION

1. **Tables will be assigned in the order in which the contracts and checks are received.** You will receive your table number with your confirmation letter. Table numbers will be posted the day of the fair.
2. The Holiday Gift Expo **hours are from 9:00 AM – 2:00 PM.** Set up will begin at 8:00 AM on the UA Mall. You will **NOT** be allowed access to the Fair area until 8:00 AM. At the end of the day, businesses must have their space cleared by 2:45 PM. Gates will be open to unload vehicles from 8:00 until 8:45AM. Gates will re-open to load vehicles from 2:00 until 2:45 PM. **Gates cannot be opened anytime during the Fair from 9am-2:00pm for any reason except in the event of extreme weather conditions, where early closing would be required.)**
3. **TENTS are not included in fair package (except sponsorships).** However, as a courtesy, we will order a 10'x10' tent for you from a local vendor at our **additional cost of \$100.00.** (Includes delivery, setup, breakdown, and pickup.) Of course, you may bring your own 10'x10' or smaller tent.
4. **FOOD/DRINK GIVEAWAYS are NOT ALLOWED at the Fair unless you purchase these items through the Student Union.** Call 621-1989 for food/drink orders. Other giveaways (Coupons, menus, frisbees, t-shirts, etc. with appropriate language & message) are fine to distribute at the Fair. Gift certificates may be sold.
5. **FAIR PARKING is in the 2nd St/Mountain garage ONLY. No oversized vehicles or motorcycles are allowed in the garage—no exceptions. Limited handicapped parking available on a first-come/first-served basis.**
6. **CANCELLATIONS/REFUNDS:** The deadline to cancel for a full refund is **12:00 noon on the registration deadline for the fair you are attending.** See enclosed 2008/2009 Festival of Fairs Schedule for specific dates. There will be **no refunds for late cancellations or no-shows.**
7. **CELL PHONE/POSTER VENDORS:** There is no available space for cell phone OR poster vendors and no sales allowed at the Vendor Fair due to exclusive contracts.
8. **PROFESSIONAL, COURTEOUS CONDUCT** is required of all vendors at all times. **Vendors must stay within the 12'x12' confines of their booth's space**—following students, hard sale tactics, etc. is considered harassment and is not allowed. Disregard of or noncompliance with this policy may result in **immediate dismissal from the Fair, with no refund of fees.** The Mall Coordinator reserves final right of dismissal.
9. **NO vehicles** (except sponsors' advertising vehicles, special arrangements required), heavy boxes, merchandise, etc. will be allowed on the grass. Bring or purchase additional to stack boxes, merchandise, etc.
10. For more information or questions regarding these policies, please call Bonnie at the Center for Student Involvement & Leadership at 520-621-3848.

I HAVE READ AND UNDERSTAND THE POLICIES REGARDING THE 2008/2009 Festival of Fairs. I AM SIGNING THIS AS AN OFFICIAL REPRESENTATIVE/AGENT OF:

_____ (Business' Name)

Printed name of representative

date

Signature of representative

date

**SPACE IS LIMITED! RETURN THIS FORM & PAYMENT
NO LATER THAN REGISTRATION DEADLINE OF NOVEMBER 13,
2008.**

Festival of Fairs/Attn: Bonnie
Center for Student Involvement & Leadership
THE UNIVERSITY OF ARIZONA
PO BOX 210017, Room 404
TUCSON, AZ 85721-0017

OR FAX: (520) 621-6930 (Credit Card Customers)

Please keep a copy of this contract for your records.