



## VENDOR EVENT PARTICIPATION REGISTRATION FORM

Name of Organization Participating: \_\_\_\_\_

Representative(s) Names Attending: \_\_\_\_\_

Email Address: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Fax: \_\_\_\_\_

### Accommodations:

Vendor pricing for those who would like to come out and setup/sell/promote their product is **\$300**. Your participation in this event includes a vendor space (to set up one tent, one table, and two chairs) and 2 registrants for the race.

Payment is Due by: **April 8, 2013**

### Special Accommodations:

- Additional Tables @\$10 each (how many \_\_\_\_)
- Additional Chairs @ \$5 each (how many \_\_\_\_)

## **Vendor Agreement Rules and Regulations**

### **Set-up and Tear-down**

- All vendors are allowed to begin setup in **Memory Mall** on **April 13, 2013** at **6:00am**. Setup must be completed by **7:00am**.
- No vendor is allowed to move anything within the allocated space, without authorization from UCF's Physical Plant staff.
- All displays must be removed by **11:30am** on **April 13, 2013**. No exceptions.
- All labor and equipment for setup and tear down is the responsibility of each vendor.

### **Exhibits & Displays**

- All tables need to have table coverings to the floor. Boxes and storage containers must not be visible.
- No posters, signs, banners, etc. may be affixed to the walls inside or outside **Memory Mall**.
- Display material is not to extend beyond your designated display area.
- All signs must be printed and professional. No hand written signs. Signs must not have sharp edges.
- All exhibits must be manned during event hours from **6:30am** through **12:00pm**.
- The area must be kept clean, safe, and in a proper manner. Vendor is responsible for his/her own trash removal.
- No playing of any musical equipment, including groups, radio, tv, etc. or the use of a microphone or loudspeaker.
- Should your exhibit require electrical outlets, please send your request to [info@darcyjfoundation.com](mailto:info@darcyjfoundation.com).

### **Parking**

- Parking is available next to **Memory Mall** (see layout in vendor packet) Parking illegally along the grass during the event time is prohibited and may result in your vehicle being towed at your expense.

*Note: All debris or disposable display material must be cleared away by the vendor. Should any cleanup be required by UCF staff, the vendor will be back charged for said clean up.*

\_\_\_\_\_  
Print Vendor Contact Name:

\_\_\_\_\_  
Vendor Contact Signature:

\_\_\_\_\_  
Date:

***Please submit this form and payment to:***

The Darcy J. Foundation, Inc.

Attn: Carissa Johnson

968 Lake Baldwin Lane

Orlando, Florida 32814

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*Official Use Only*

Date Received: \_\_\_\_\_

Date Paid in Full: \_\_\_\_\_

Vendor Number: \_\_\_\_\_

Vendor Location: \_\_\_\_\_

\_\_\_\_\_  
DJF Representative Approval

\_\_\_\_\_  
Date

Vendor Info Packet Sent Y\_\_\_/N\_\_\_