



*Altrusa International District Nine is pleased to invite you to be a part of the Sixty-Second District Nine Conference. We will welcome members from all over the state of Texas. We expect to host more than 300 attendees. Please be sure to bring plenty of merchandise.*

## **VENDOR FAIR GENERAL INFORMATION, RULES, AND PROCEDURES**

- Your application will be considered for a table based upon criteria such as quality, uniqueness of the merchandise, and price point. Altrusa International District Nine reserves the right to limit vendors and name brand. Selections will be made on a first come, first serve basis.
- Vendors are asked to bring a merchandise donation valued at a minimum of \$25 for Foundation Auction.
- Meals and other accommodations are not included.
- Table assignments will be according to booth size purchased.
- All Vendor applications are non-refundable after April 2, 2018.
- Registration/setup begins at 9 am on Friday, April 20<sup>th</sup>. All exhibitors need to register at the Altrusa registration desk in the Everything Room located in Lonestar Room 1.

**BOOTH SIZES:** All booths include one 8' table and two chairs. Vendors will be responsible for all other set up and equipment. Registration fees are:

- 10' x 10' - \$125, by March 1, 2017; \$165 by April 2, 2018
- 10' x 15' - \$175, by March 1, 2017; \$215 by April 2, 2018
- 10' x 20' - \$225, by March 1, 2017; \$265 by April 2, 2018
- Table Skirting - \$15.00 by March 1, 2018; \$25.00 by April 2, 2018

**LOCATION:** 701 East Campbell Road, Richardson, Texas 75081

**TAKE DOWN:** No later than 11:00 am Sunday, April 22, 2017.

**SECURITY:** *Altrusa International District Nine disclaims any and all liabilities for damages to or theft of display or exhibited materials. The room will be locked during times the vendor fair is closed. Vendors will be allowed to begin setup 1 hour before fair opens. The room will locked an hour after closing time.*

**VENDOR FAIR:** *Friday 1:00 pm to 6:00 pm*

*Saturday 9:00 am to 5:00 pm AND Sunday 9:00 am to 11:00 am.*

*All vendors should be off premise by 1:00 pm on Sunday.*



# VENDOR APPLICATION

Vendor Business/Organization Name \_\_\_\_\_

Contact \_\_\_\_\_ Title \_\_\_\_\_

Mailing address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day phone \_\_\_\_\_ Cell phone \_\_\_\_\_ Evening phone \_\_\_\_\_

E-mail address \_\_\_\_\_ Website \_\_\_\_\_

Signature of Business Owner \_\_\_\_\_

Booth Size                    10' x 10'                    10' x 15'                    10' x 20'                    (circle one)

Skirting                      Yes / No                      (circle one)

## DESCRIPTION OF ITEMS TO BE SOLD/DISPLAYED OR SERVICES PROVIDED

*(Alcoholic beverages in any form, homemade food products, and perishable foods cannot be sold.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other comments for the consideration of your application:

\_\_\_\_\_  
\_\_\_\_\_

The deadline for Vendor Applications is April 2, 2018. Interested Vendors are encouraged to return completed applications, supporting materials, and booth pictures as soon as possible. The timeliness of receipt of vendor applications may be a factor in the selection decisions and space accommodations. Your application will be considered complete when payment has been received. If you are selected as a Vendor in the Conference Vendor Fair, you hereby agree you will accept the Vendor Fair Rules and Procedures (please refer to Vendor Fair General Information, Rules and Procedures.

For questions, please contact Wendy Santiago at 214.642.4733 or [wendy@santigolegalservices.com](mailto:wendy@santigolegalservices.com).

Please send completed form and check made payable to Altrusa District Nine by April 2, 2018 to:

2018 Conference Vendor Fair  
c/o Wendy Santiago  
P.O. Box 1505  
Wylie, Texas 75098