



December 15 & 16 - 9 am - 3 pm
Vendor Registration Form

Name of Organization: _____

Contact Person: _____ Phone: _____

Address: _____

Email: _____

Type of Product/Craft: _____

Range of Pricing for your items: _____

How many chairs will you need? _____

Please indicate any special set-up requests (extra chairs, etc.)

Mobile lunch cart will be available for vendors both days.

Please Email or FAX Registration Forms promptly to reserve your space!

Email: jrulla@adultcenter.org FAX: 928-541-0595

Checks may be made payable to: The Center

Mail check and registration form to:

The Center | 1280 E. Rosser Street, Ste. B | Prescott, AZ 86301

Credit Card Payments can be done in person or over the phone.

PLEASE SEE RULES AND PRICING ON BACK OF REGISTRATION

FOR OFFICE USE ONLY

Date registration received: _____ Payment Received: _____

Check # _____ Type of CC Payment: _____

Date confirmed by email: _____ Space Assignment: _____

Rules & Pricing

RULES:

1. Set up 12/15 at 6:30 am, 12/16 at 7:30 am
2. Enter & Exit through main doors only
3. You must exit the show no later than 4:30 pm each day
4. No early teardown/departure before 3:00 pm.
5. No canopies or pop ups allowed
6. Display height limit: 48 inches
7. No more than one vendor per space
8. Please provide a photo of your items with registration
9. One-Day vendors will be set up in the Activity Room

PRICING:

1. The Center will provide 2 chairs per vendor space at no charge
2. Tables are 8' long and will be rented for \$10 each
3. Electricity is available for \$10 (no outlets in center spaces)
4. 8' x 8' spaces: \$100
5. 10' x 10' spaces: \$125
6. Larger spaces may be available upon request
7. Deadline for registrations is December 8. A late fee of \$25 will be applied for any registrations after December 8 (if space is available).
8. Payment must be made at time of reservation (or w/in 24 hrs.)

Registration Fees

8'x8' Space	10'x10' Space	1-8' Table	2-8' Tables	Tablecloth	Outlet	Total
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
\$100.00	\$125.00	\$10.00	\$20.00	\$10.00	\$10.00	

- *After registration has been accepted & payment has been made, no refunds will be given.*
- *Registration will not be complete until payment is received.*