



2017 Run for Shelter Showcase Exhibition

Saturday, November 18, 2017

USPTO Building at 8:00 am-12:00 pm
600 Dulany St., Alexandria, VA 22314



Application Guidelines

- All spaces are available in linear footage in increments of 10 feet. Booth sizes are 10 x 10. If interested in a larger booth size, please contact Carpenter's Shelter at MoniseQuidley@CarpentersShelter.org.
- Only applications that are completely filled out, signed, and submitted with payment in full by the specified deadlines will be processed.
- Incomplete applications will NOT be processed. You MUST indicate all merchandise that will be at your space and receive approval from Carpenter's Shelter (ex. Face painting, bubble machines, etc.)

General Rules

- **Your space is not transferable.**
- You are responsible for furnishing all tables, chairs, tents, signage and merchandise for your booth.
- NO alcoholic beverages may be sold/served at the RFS Shelter Showcase.
- NO food may be sold/served at the RFS Shelter Showcase.
- No amplified sound is permitted at any booth.
- No signage may be attached to any venue fixtures, poles, glass partitions, etc.
- The assignment of vendor spaces shall be solely at the discretion of Carpenter's Shelter.
- The sale, display, or distribution of silly string, smoke bombs, toy guns or other merchandise that may be a nuisance or danger to race participants is strictly prohibited.
- All vendors MUST load-in at prescribed time of 7:00 am – NO EXCEPTIONS.
- All merchandise MUST remain inside booths at all times.
- Vendors MUST keep area clean and neat at all times. All garbage in your area is your responsibility and must be removed during and immediately after the event by you or your staff.

2017 RFS Shelter Showcase Vendor Participation Application

Business Name: _____

Contact Name: _____

Mailing Address: _____ Suite/Apt. #: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax #: _____

Email: _____

Description of Product/Service/Merchandise:

Tax-Exempt Number (for nonprofits only): _____

Booth Rates:

	Early Bird <small>(8/1 to 8/31)</small>	Standard <small>(9/1 to 10/15)</small>	Late <small>(10/15 to 11/11)</small>	Amount
Craft Vendor	\$150	\$175	\$200	\$ _____
General Vendor	\$175	\$200	\$250	\$ _____
Corporate Vendor	\$250	\$300	\$350	\$ _____
*Nonprofit Vendor	\$75	\$100	\$125	\$ _____
(*must provide IRS Tax Determination Letter)			TOTAL:	\$ _____

FEE CATEGORY DEFINITIONS

Craft Vendor: Self employed artists, artisans, and designers distributing or selling homemade/handcrafted products. Example: Handmade/handcrafted hats, clothing, baskets, jewelry, paintings.

General Vendor: Distributor or seller of general merchandise or services; performer of on-site services, either for a fee or free of charge, that promote/benefit his or her business/services; distributor or seller of pamphlets and other materials that provide information about and

promote his or her business/services. Example: clothing, accessories, electronics, books, CD's, salon/spa services, etc.

Corporate Vendor: Any business that has more than 15 full-time employees.

Nonprofit Vendor: 501 (c) 3, Religious or Government Organizations designated as tax exempt by the IRS. Must submit IRS Tax Determination Letter along with the vendor participation application.

Payment

- All payments are due IN FULL with submission of the Application.
- Please make check, money order and cashier's check payable to:
Carpenter's Shelter.

ABSOLUTELY NO REFUNDS WILL BE ISSUED unless we don't accept your application!

Method of Payment:

Visa Discover MasterCard American Express or Check #: _____

Card #: _____ Exp. Date: ___ / ___ CVV Code: _____

Card Holder: _____

Billing Address: _____

Authorized Signature: _____

I authorize Carpenter's Shelter to use my credit card for payment.

ALL VENDORS MUST SIGN

In connection with Carpenter's Shelter, I/We agree to indemnify, hold harmless, and defend the Carpenter's Shelter and their respective officers, directors, employees, volunteers, contractors and agents for any loss, or damage claimed by any third party as result of my/our activities.

I/We agree to comply with the terms and provisions set forth in this Application, and to comply with the Rules of Carpenter's Shelter.

BY SIGNING THIS APPLICATION, I/WE ATTEST THAT THE INFORMATION PROVIDED WITHIN THIS APPLICATION IS TRUE AND ACCURATE AND THAT I/WE WILL BE HELD LIABLE FOR ANY FALSIFIED INFORMATION. I/WE ALSO UNDERSTAND THAT ACCEPTANCE IS NOT GUARANTEED AND CARPENTER'S SHELTER HAS A RIGHT TO DENY MY/OUR APPLICATION.

Vendor Signature

Date

Vendor Name Printed