



<p><b><u>What:</u></b></p> <p>Support the Jay Community Center's Annual Campaign by taking advantage of our Vendor Show</p>	<p><b><u>When:</u></b></p> <p>Saturday April 13th 2019 9:00 AM – 4:00 PM</p>
<p><b><u>Where:</u></b></p> <p>The Vendor Show will be held inside the Jay Community Center's air conditioned / heated 36,000 sqft facility.</p>	<p><b><u>Cost:</u></b></p> <p>5'x8'-\$25 10'x10-\$45 20'x10'-\$75 Mail Registration or Pay by Card over the Phone</p>

**Vendor Information:**

Full Name \_\_\_\_\_ Email \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_\_  
 Cell Phone \_\_\_\_\_  
 Best Way To Contact you (circle one): Call                      Text                      Email

<b>Booth Size</b>	<b>Rate</b>
5'x8'	\$25
10'x10'	\$45
20'x10'	\$75

**Exhibitor Requests:**

Need More Room? Contact JCC for your special requests  
 \*\*\*Two chairs will be provided at each booth. Vendors are responsible for bringing their own tables\*\*\*

**Special Requests:**

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**Payment Info:**

Please mail your check or credit card info to reserve your space. Space will not be reserved until payment in full is received.

Name as it Appears on Card: \_\_\_\_\_ Address: \_\_\_\_\_  
 Zip Code \_\_\_\_\_ Credit Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_ 3 Digit Code: \_\_\_\_\_



**Terms & Conditions:**

1. Setup / Break Down: Show will open at 9 am and end at 4 pm. Exhibitors may set up Friday April 12th from 5:00pm-9:00pm and Saturday April 13th from 6:30am-8:30am. Vendors are responsible for their selling spaces.
2. Staffing: Vendor Booths MUST be manned
3. Vendor Responsibility: Vendor will be fully responsible for any loss or damage to their property including fire and/or theft. Vendors are responsible for any damage which may be incurred to the facilities as a result of or in connection with its operation. Each vendor is responsible for the conduct of the representatives operating the booths and activities must not detract from the image or welfare of the Jay Community Center.
4. Exhibitor Spaces: Exhibitor spaces will be assigned by JCC staff. If you have special requests, please include your request with your application. Spaces are on a first come, first serve basis. Vendors must ensure that none of their booth extends beyond the space they have booked.
5. Acceptance: The Jay Community Center reserves the right to decline any application if it deems such action to be in the best interest of JCC
6. Payment: All payments are non-refundable for the requested space and is due with the submission of this agreement.
7. Tables and Chairs: Vendors are required to furnish all booth needs except for the two chairs provided by JCC.
8. Indemnification: Vendors agrees to indemnify and hold harmless the Jay Community Center from and against any loss, expense, claims, damages, causes of action, injuries, suits or damages, suits to person or property, including attorney's fees, arising out of or related to the operation of the Jay Community Centers Vendor Show.
9. Hold Harmless: By Participating in the Jay Community Center's Vendor Show, I agree to hold harmless & release the center, directors, officials, & volunteers from any & all liability related to this event JCC reserves the right to use photographs for any promotional material.

Name (printed) \_\_\_\_\_ Vendor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Office Use Only:** Fee Paid (Y/N) Amount: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Check No. or Cash: \_\_\_\_\_ Employee: \_\_\_\_\_ Receipt #: \_\_\_\_\_