



CHW Foundation
East Valley

MERCY GILBERT MOTOR SHOW

Saturday, October 2, 2010, 10 AM – 5 PM
Mercy Gilbert Medical Center

VENDOR APPLICATION

Business Name:

Contact Name: **Date:**

E-Mail:

Phone: **Fax:** **Cell:**

Address:

City/State/Zip:

Web URL:

ALL standard 9'x18' vendor spaces are a Flat Fee of \$500 each.
Two (2) 12'x25' spaces are available at the stage and entrance to 'Pit Row' food area for \$1,000 each.
One (1) 12'x'12' space is available at the stage area for \$750.

Temporary permits are included in the application price. All vendor business licensing and insurance is required by the Town of Gilbert. Vendor set-up is 7:00-9:00 AM the day of the event. A complimentary 'Continental Breakfast' will be provided between 7:00 - 9:00 AM.

Check type of vendor space: (Additional details and payment information on back.)

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Auto/Motorcycle Industry | <input type="checkbox"/> Other Miscellaneous | <input type="checkbox"/> Food
<small>(Food & drink prepared for public consumption)</small> | <input type="checkbox"/> Gourmet Food Snacks
<small>(i.e. kettle corn, nuts, lemonade, or packaged retail items)</small> |
|---|--|--|---|

How did you hear about this show?

Vendor Product Description:

Food Vendor Additional Information – List all items to be sold or attach menu:

- I agree to abide by the Event Rules & Regulations set forth for this event by CHW Foundation – East Valley and the Town of Gilbert.

VENDOR CATEGORIES AND SPACES (ALL Covered spaces have a clearance of 8'2"):

- Eleven (11) Food Vendor spaces - covered.
- Eight (8) Gourmet Food Vendor spaces – covered.
- Twenty-seven (27)* Vendor spaces specific to the automotive and motorcycle industries.
- An additional ten (10)* spaces for 'miscellaneous' Vendors on a 'first come, first served' basis.
**Eight (8) of the total thirty-seven (37) vendor spaces are covered and will be provided on a 'first come, first served' basis and limited in number for each industry.*

ALL standard spaces are 9'x18' unless otherwise specified or arranged for in advance with approval in writing by the Mercy Gilbert Motor Show Committee and CHW Foundation – East Valley. Any additional requirements, such as electrical or other special needs, require approval in advance as detailed above, and vendor will be assigned a specific location by the Mercy Gilbert Motor Show Committee accommodating the needs required.

Food Vendor Space: 9' x 18' covered. Specific location selection is provided on a "first come, first served" basis and includes two 110V electrical outlets.

- Your signature on a 'Release of Liability' form for Mercy Gilbert Medical Center, Catholic Healthcare West (CHW), staff, committee members, and volunteers will be required upon registration on the day of the event.

Please charge vendor fee to my credit card: MC VISA AMEX DISC

Name on card:

Card #

Exp. Date

Sec. Code

OR MAIL APPLICATION WITH PAYMENT BY SEPTEMBER 6 TO:

Check Payable To: CHW Foundation – East Valley

**CHW Foundation – East Valley
1727 West Frye Road, Suite 230
Chandler, AZ 85224**

**Phone: 480.728.3931 Fax: 480.728.3945
www.MercyGilbertMotorShow.org**

THANK YOU FOR YOUR SUPPORT!

Mercy Gilbert Motor Show 'Cruisin' for a Cause'

Vendor Booth Information & Rules and Regulations

Location: Mercy Gilbert Medical Center, 3555 S. Val Vista Drive, Gilbert, AZ 85297

Event Date & Hours: Saturday, October 2, 2010 from 10 AM – 5 PM. Vendors must not depart prior to event's closing time of 5 PM, and must evacuate the site by 7 PM. Signage will be posted directing event registrations.

Use of Tobacco: Mercy Gilbert Medical Center (MGMC) Campus is a non-smoking and tobacco free property. All use of tobacco is prohibited.

Sales Information: The Committee reserves the right to decide which vendors, organizations, and activities are most suitable for the Mercy Gilbert Motor Show. Vendor and vendor personnel must wear appropriate apparel. Any vendor selling or displaying illegal drugs, paraphernalia, controlled substances, other products or displays unsuitable for a family event, or alcohol (other than approved by the Committee as sold through a food vendor), will be asked to vacate the event. No refund will be given.

State of Arizona Requirements: All merchandise vendors are required to provide a resale number for the event. If you do not have one, contact the State of Arizona Corporation Commission to obtain a resale number prior to the event to provide to the Committee at your earliest convenience. Your registration will be held in a 'pending' status, and you will not be guaranteed booth space until this information is received.

Set Up: Vendors will be allowed to **set up booth between 7:30 AM and 9:00 AM**, on Saturday, October 2, 2010 ONLY. Late registrations and set-up may be prohibited from the event due to logistical and safety concerns. The Committee assumes no responsibility for vendor material left unattended at any time during the event.

Parking: Vendors' private vehicles and trailers are required to be parked outside the show area in designated locations.

Booth Space and Assignments: Booth spaces are 9' X 18' or 10' x 10'-12' (based on location), unless otherwise specified. Only booth space is provided. We do not provide tables, chairs, or trash cans at the booth, etc. You may bring in your own set up or call a reliable party supply rental company for this equipment. Special needs (See Electrical) or additional space requirements must be presented in writing to the Committee for approval. Additional fees may apply. Assignments will be made on "first come, first served" basis and notice given when we receive your completed application and payment. Incomplete applications may not be processed immediately, and your registrations will be held in a pending status with no guarantee until your complete information is received. **NOTE:** Vendor shall not assign, sublet, share, or apportion the whole or any part of the space allotted without the written consent of the Committee.

Release of Liability: Your signature on a 'Release of Liability' form for Mercy Gilbert Medical Center, Catholic Healthcare West (CHW), staff, committee members, and volunteers will be required upon registration on the day of the event.

Electrical: Electrical service will be available to Food Vendors as detailed in the Vendor Registration Form. All other vendors requiring electrical service (110V ONLY) will be provided service as is available and approved by the Committee. Additional fees may apply. Vendor owned generators are allowed and assigned space will be provided, as is available, to accommodate the generator.

Booth Decor: The Committee reserves the right to reject any vendors whose merchandise, décor, or displays are deemed inappropriate for the event. Merchandise should be attractively displayed (i.e. easels, tables, sandwich boards, etc.). We discourage the display of items on the ground, carpeting, or any other display that resembles a swap meet or garage sale. Signs and booth decorations should be in good taste, reflect event theme and not interfere with neighboring vendors. Please keep aisles free of clutter, product, and displays.

Clean Up: Vendors are responsible for cleaning up their booth area during and after the event. Final clean up begins promptly at 5 PM (close of event).

Breakdown: *Vendors must not break down until 5 PM.* Vendors must remove their booths, displays, and merchandise no later than 7:00 PM. The Committee will not be responsible for any items left after breakdown. No vendor vehicles will be allowed into the venue unless approved in advance and in writing by the Friends of Mercy Leadership Fundraising Committee and CHW Foundation – East Valley, to be further known as the 'Committee.'

Confirmation notices: Confirmation notices will be sent approximately 72 hours after we receive your application prior to September 6, 2010 (pre-registration deadline). Booth fees are non-refundable.

Cancellation: Cancellations must be made in writing to the Committee and received prior to the September 6th deadline. The Committee will withhold a \$75 cancellation fee if cancellation is received prior to September 6th. Cancellations received after September 6th are non-refundable. The Mercy Gilbert Motor Show is a fundraising event; therefore, prior payments held or portions thereof will be deemed as donations.

Other: Only working animals of individuals with disabilities are allowed on the site with prior approval of the Committee.

**We expect a great response to this event, so please reserve your space early.
 For additional information please contact CHW Foundation – East Valley, 480-728-3931,
 or contact us through www.MercyGilbertMotorShow.org.**