

This form is required for each individual, business or organization (including non-profits) that will be at the event offering products, services or information to attendees. Events held on public property must complete the electrical and water information.

Event name: \_\_\_\_\_ Your name: \_\_\_\_\_

Please select one:  I represent the host organization, completing the form on behalf of the vendor/sponsor.  
 I am or represent the vendor/sponsor.

**GENERAL INFORMATION**

Please select one:  Vendor  Sponsor

Business / organization name: \_\_\_\_\_

Business address: \_\_\_\_\_

Contact name: \_\_\_\_\_

Business phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Email: \_\_\_\_\_

On-site contact name: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Indicate what is offered to attendees or displayed at the event. Check all that apply.

- products or merchandise  services  promotional display of items or information

**PRODUCTS OR MERCHANDISE - check all that apply**

Products or merchandise will be:  sold  sampled / given away  displayed only, not for sale

Describe the products or merchandise: \_\_\_\_\_  
 \_\_\_\_\_

**SERVICES**

Describe the services offered: \_\_\_\_\_  
 \_\_\_\_\_

**PROMOTIONAL DISPLAY OF ITEMS OR INFORMATION**

Describe what is being promoted: \_\_\_\_\_  
 \_\_\_\_\_

**COMPLETE FOR EVENTS ON PUBLIC PROPERTY - FAILURE TO COMPLETE MAY RESULT IN DENIAL OF SERVICE**

Electric source

- Electric source is not requested  A generator will be used to support all electrical needs.  
 Electric source is requested. Vendor/sponsor must provide a minimum of 100', 3-wire grounded cord acceptable for exterior use. Complete the information below providing as much detail as possible. Equipment not listed will not be permitted for use. Be sure to include credit card machines, lights, etc. Additional information may be required.

Equipment description	110 volts	220 volts	AMPS	Watts	Plug type