

Friday, Oct. 4th 2019 - Registration Form

Space is Limited - Reserve Your Table Today!

Business Name: _____

Business Category: _____
Example: Assisted Living, Restaurant, Real Estate, Financial Planning, etc.

Contact Name: _____

Email Address: _____

Contact Number(s): Office: _____ Cell: _____

Special Requests: _____
Example: Electrical Outlet, Extra Chair, Two Tables (see below), etc.

Our Auditorium has a limited number of tables with nearby power outlets. Requests for power will be allocated on a first registered basis. Vendors will be responsible for providing their own protection for electronic/computer devices.

→ I have read and agree to all the terms and conditions as outlined herein. **X** _____

- Each 8' table (with 2 chairs) is just **\$50.00** with our early registration discount (*\$60 minus \$10 when registration is paid in full by Sept. 20th 2019*). Checks accepted today, made payable to **WOODBURN ESTATES & GOLF** and note "**VENDOR FAIR**". Of course payments of cash, check, debit or credit cards can be processed in our office. *Absolutely No Refunds.*
- Please fill out and mail your check along with your completed Registration Form to the address listed below. Please make your check payable to **WOODBURN ESTATES & GOLF** (be sure to include "**VENDOR FAIR**" on your check).
- Vendor space will be granted by the date registration is received in our office.
- If you need more than one table, it will be considered after September 20th 2019 if the capacity has not been met. *Note: Add this information under Special Requests. You will be notified only if additional tables are available.*
- Vendors are requested to come early to set up their tables. Set up will begin at 9:00 am on the day of the fair. No unloading after 12:30 pm is allowed. All booths must be set up by 12:45 pm. Once you are unloaded, please move your vehicle to the street or far west end of our parking lot.
- Vendors shall provide their own carts or moving equipment to unload and load any supplies. **Absolutely nothing may be slid or dragged across our floors.** Vendors shall leave their area clean and tidy upon leaving.
- The Vendor Fair is 1:00 – 4:00 pm. Vendors are NOT to take down their tables until the close of the fair at 4:00 pm. Load out should be completed by 5:00 pm.
- **Vendors are encouraged to provide those attending with hand-outs (brochures, key chains, pens, pencils, magnets, etc. - anything that promotes your company).**
- Raffle prizes will be given to those in attendance throughout the fair. Vendors are encouraged to bring a raffle prize (suggested price \$20) that includes a business card or some identifying information about your business.

WEG Vendor Fair, 1776 Country Club Rd, Woodburn, OR 97071
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