

# Vendor Application

## Event

Sunday, March 4, 2018, from 1-4 p.m.  
Plymouth Creek Center, 14800 34th Ave N, Plymouth.

## Vendor registration options

The City of Plymouth reserves the right to choose all vendors to ensure diversity in services and items offered. Vendor selections will be made after the deadlines indicated. Any vendors not granted participation rights will be notified immediately after selections are made.

Select Registration: \$180

Only available to first 5 select registrations received. Recognition as an event sponsor (with logo) on all promotional efforts and materials, recognition/listing in event program, 6' table, 2 chairs.

Basic Registration: \$65

6' table, 2 chairs, recognition/listing in event program.

Deadline: January 19

## Vendor set-up/take-down

Set-up begins at 11 a.m. and must be completed by 12:30 p.m. on the event day. All vendors are expected to remain in operation during the entire duration of the event. Take-down may begin at 4 p.m.

## Vendors must provide

- Signage / banners for your booth (no wider than 6' wide)
- Table cover / decoration
- Promotional give-away
- Small trash can for your individual booth (organizers will dispose of trash)

## Booth location

Assigned by the event coordinator to ensure even distribution. Vendors will receive their location assignment the day of the event.

## Door prizes

In addition to the booth fee, all vendors are encouraged to donate an item valued at \$15 or more to be given as a door prize or to provide a financial contribution which will be used to purchase additional door prizes. All contributors will receive recognition in the event program, on event prize boards and when the prizes are distributed to the winners.

## FREE health screenings, education sessions & fitness samplers

If you are interested in providing a health screening, education session or fitness sampler, please indicate so on the application form. Sessions/Samplers are 20-30 minutes in duration. Screenings are conducted the entire duration of the event. Presenters are chosen by event coordinator.

**All selections and notifications will be made by January 26.**



# HEALTHY LIVING FAIR

Company: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Website: \_\_\_\_\_

Description of your organization's exhibit content:

Interested in offering a health screening or education session?

☒ Yes / ☐ No

If yes, please describe:

**Registration** (check those that apply):

Door Prizes (you will provide a prize) \_\_\_\_\_

Door Prizes (you're providing a cash contribution) \_\_\_\_\_

☐ Basic Registration \$65

☐ Select Registration \$180

Total Amount: \$ \_\_\_\_\_

## Payment Options

Check (make payable to City of Plymouth)

Credit Card



Visa      Mastercard      Discover      AmEx

Name on Card (please print): \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

Credit Card #:

Exp. Date:

**Return form with payment to** Jessie Koch, Recreation Supervisor



Plymouth Parks & Recreation  
3400 Plymouth Blvd  
Plymouth, MN 55447



plymouthmn.gov



763-509-5223



jkoch@plymouthmn.gov