

**SCAA TABLE/VENDOR APPLICATION FORM**

**Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Person Name & Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Phone#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: (optional)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Any special information/instructions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**1. Please describe your business (profit/non-profit/products/services/resources; any displays and/or demonstrations:**

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**ELECTRICAL ACCOMMODATIONS NEEDED? Y\_\_\_ N \_\_\_**

**MIC/SPEAKERS NEEDED Y \_\_\_\_\_\_ N \_\_\_\_\_ If, yes please explain!**

**Table & Chair NEEDED? Y \_\_\_ N \_\_\_ - If so, there will be a fee of $75.00. If you have your table and chair there is no cost.** To pay, Zelle, PayPal of $75.00 to Sickle Cell Anemia Awareness of SF.

1 table, 2 chairs, and a tablecloth will be provided.

I/we understand that as participants, we are responsible for our personal supplies and merchandise and will not hold the producers of the event responsible in case of personal theft, bodily injury, or other acts beyond my/our control during participation in said event.

Booth Requirements and Design Rules

* All displays and merchandise must be family-friendly.  You are welcome to decorate as you wish and to display on tables or racks or hangers, etc.  No items, tape, nails, pushpins, etc. to be attached to walls without written permission.
* All components of the exhibit must be confined within the area of the 8 ft. space and cannot obstruct access to adjacent vendor spaces or exhibits.
* Electrical service will NOT be provided unless requested in advance.
* Neither SCAASF or its partners, affiliates, collaborators, or Board members shall be held responsible for any depredation of loss of any kind, whether by fire, theft, physical violence, elements of nature or any other cause however originating.
* We ask that all exhibitor participants and each exhibitor participant’s representatives always conduct themselves in a professional manner while conducting business within the event’s boundaries. Each organization will have 3-5 minutes if they wish to speak about their organization to the attendees.

Staffing/Set-Up/Break-down

* Upon arrival, please see STAFF for vendor assignments.
* We require the staffing of your booth during all open event hours.
* Set-up will begin at 8:30am.  All booths must be set before 10am. Late setups will not be allowed without previous notification and no refunds will be provided should this occur.
* We ask that all vendors break down at 1:15pm no later than 1:30pm and breakdown be completed by 2:00pm.
* Vendors must not park in Handicapped spaces or red emergency zones.

Vendor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_

SCAA Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_