



EXHIBITOR / VENDOR APPLICATION

YOUR FULL NAME: _____

BUSINESS, ORGANIZATION OR PRODUCT NAME: _____

BUSINESS ADDRESS: (Street) _____

(City) _____ (State) _____ (Zip Code) _____

BUSINESS PHONE: _____ CELL PHONE: _____

YOUR EMAIL ADDRESS: _____

WEBSITE ADDRESS TO BE FEATURED: _____

BUSINESS TAGLINE/SLOGAN (optional): _____

RETAIL SALES TAX LICENSE NUMBER (if applicable): _____

DESCRIBE PRODUCT OR SERVICE to be featured:

I have read and understood the accompanying Terms and Conditions and agree to comply with them as an Exhibitor / Vendor of Raven Events, LLC.

Signed: _____ Date: _____

Scan and email completed Application to raven@ravenevents.com.
Please include your Business/Organization Logo in a .jpg format.

RAVEN EVENTS, LLC

EXHIBITOR / VENDOR TERMS & CONDITIONS

(KEEP FOR YOUR RECORDS)

All Exhibitor/Vendors must be willing to comply with our terms and conditions

- Each Exhibitor/Vendor will help to promote the event by forwarding the event details received from Raven Events to their friends, associates and fans via email and or social media. Cross promotional efforts by all the Exhibitors creates a win-win for everyone involved.
- Exhibitor/Vendor space is approximately a 10 x 10 area in size. The location of your space is on a first come, first serve basis.
- Each Exhibitor/Vendor will bring with them an attractive display and must supply their own table (unless otherwise specified), linens, lighting and extension cords. You may feature banners, promotional materials, laptops, easels, projectors, samples, etc. during the event.
- Each Exhibitor/Vendor will arrive at the designated time of set-up or early enough to be ready to receive guests at the start of the event. Set-up time is usually 1 hour prior to the start time of the event.
- Depending on the space limitations of the venue, Raven Events reserves the right to change the size/shape of the space requested by Exhibitor/Vendors to make sure there is sufficient space for all participants.
- To maintain a wide variety of products and services featured at the event, Raven Events reserves the right to choose the types of products and services exhibited.
- Each Exhibitor/Vendor is responsible for value of the contents in their display and merchandise and agrees to hold Raven Events harmless for any loss or damage to their display or merchandise for any reason.
- An Exhibitor/Vendor may split the fee and share their 10 x 10 space with one other Exhibitor/Vendor. However, both participants must fill out an Exhibitor Application if the companies they represent are different from each other.
- If applicable, Exhibitor/Vendors may conduct commerce during the event and are responsible for handling their individual sales transactions including the collection and remitting of sales tax. Exhibitor/Vendors keep 100% of their sales. The recommended price points for selling merchandise is between \$10.00 to no more than \$500.
- Distribution of your business information/materials is only allowed within your exhibit space. Banners, flyers, posters and other graphic materials about your business/organization are NOT to be posted anywhere else at the venue.
- Exhibitor/Vendors are allowed free entry into any events they are participating in. Exhibitor/Vendors are responsible for their own food/beverage purchases at the event.
- Exhibitor/Vendors must remain set-up during the event for a minimum of 3 hours.
- Exhibitor/Vendors must be 21 or older to participate unless otherwise specified.
- If an Exhibitor/Vendor cancels their exhibit space within 1 week prior to the date of the event, the Exhibitor/Vendor fee will be forfeited.
- Raven Events cannot and will not predict or guarantee the number of guests that attend.
- Raven Events cannot and will not predict or guarantee the amount of revenue gained from the event.
- **EXHIBITOR/VENDOR FEE: ONLY \$100** per event unless otherwise specified.
- **PAYMENT DEADLINE:** Payment must be received no later than two (2) weeks prior to the date of the event to ensure inclusion of your business information during the promotional campaign of the event. Payment must be made via check payable to Raven Events, LLC and mailed to 4305 E. Muriel Dr. Phoenix, AZ 85032.