



## **LUKE WEST VALLEY RECREATION EXPO – April 24, 2010**

### **VENDOR SELECTION CRITERIA**

#### **Process of Application:**

Vendors who wish to participate at the Luke West Valley Recreation Expo must submit an application and be approved by the LWVR Committee. We limit the number of booth spaces to ensure a high quality event for vendors and guests.

#### **Selection Process:**

1. The LWVR Committee will select vendors on a first come, first serve basis for all organizations based on quality and originality.
2. All decisions are final and cannot be appealed. All vendors will be notified by mail or by phone call within 2 weeks of receiving vendor application and fees.
3. Only items, which have been approved by the LWVR Committee by selection, are allowed at the event. Any items not selected or approved are subject to removal at any time during the event.
4. The LWVR Committee designates all spaces. Space size is 10 x 15 or 20 x 15 area.
5. All setup and equipment is the responsibility of each vendor. Generator/electricity will not be provided.

**Mail or return completed application and fees to: Deadline to submit is April 8<sup>th</sup>**

**City of Avondale  
ATTN: Ruth Espinoza  
11465 W. Civic Center Dr.  
Avondale, AZ 85323**

***Contact number: 623-333-2413***

**Make check payable to: Luke West Valley Recreation**



## VENDOR APPLICATION

### CHECKLIST:

- Read all information carefully
- Fill out one application per vendor. Make copies of this application for your records.
- You will be notified by mail or phone within 2 weeks of recreation office receiving application.
- **Vendor fee is \$75.00 for 20 x 15 for businesses**
- **Vendor fee is \$50.00 for 20 x15 for non-profit**
- **Vendor fee is \$50.00 10 x 15 for businesses**
- **Vendor fee is \$25.00 for 10 x15 for non-profits**
- **Include your fees.**
- **Mail or deliver application fee to:**

**City of Avondale  
ATTN: Ruth Espinoza  
11465 W. Civic Center Dr.  
Avondale, AZ 85323**

**Deadline to submit is April 8<sup>th</sup>**

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Organization name: \_\_\_\_\_

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

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

Day phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

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

Description of product: \_\_\_\_\_

Ownership type: \_\_\_\_\_  
(profit or not profit)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name & title

***THANK YOU FOR YOUR INTEREST IN THE LUKE WEST VALLEY RECREATION EXPO***