



LUKE WEST VALLEY RECREATION EXPO – April 24, 2010

PET EXPO VENDOR SELECTION CRITERIA

Process of Application:

Vendors who wish to participate at the Luke West Valley Recreation Pet Expo event must submit an application and be approved by the LWVR committee. We limit the number of booth space to ensure a high quality show for vendors and guests. Due to limited space and the process of selection, some otherwise qualified applicants may be declined. The LWVR committee has the right to approve or decline vendors according to regulation without limitation.

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.
6. Vendors must provide 1million general liability insurance with the city listed as additionally insured.

Mail or return completed application and fees to: Deadline to submit is April 8th

**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.
- **There is no charge for booth space for non-profit, educational/rescue groups or selected animal exhibitors**
- **There is a charge of \$50.00 per booth if you are selling products for profit.**
- **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 8th

Make check payable to: Luke West Valley Recreation

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