



VENDOR REQUESTS

PLEASE COMPLETE IN FULL & PRINT CLEARLY

DATE: _____

COMPANY NAME: _____

FIRST NAME: _____ LAST NAME: _____

ADDRESS: _____

CITY: _____ PROVINCE: _____ POSTAL CODE: _____

PHONE: _____

E-MAIL: _____

Please provide a short description of your company and your product and/or services:

DATES REQUESTED: _____

SUBJECT TO AVAILABILITY, MUST BE CONFIRMED WITH ADVERTISING DIRECTOR

CAMPUS LOCATION: NOTRE DAME CAMPUS _____ EXCHANGE DISTRICT CAMPUS _____

TABLES NEEDED (1 or 2) _____ ELECTRICITY _____ GUEST WIFI _____ (\$5) ONLINE LIST _____ (\$10)



TABLE RENTAL PRICES (includes GST):

- \$42.00 - Table rental for regular vendors (small business, non-profit groups/organizations, etc...)
- Corporate - Call for details



DETAILS:

We have two campuses available for vendors, Notre Dame Campus—Library Hallway and the Exchange District Campus (downtown)—The Atrium. Hours you can be set up: **8:30am—3:45pm**. Prices are as follows for the school year (Sept. –Apr.): 1 – 4 days, \$40/day, 5-9 days, \$35/day and 10 or more days is \$30/day. Extra tables are available costing \$5/table. Table sizes are 6 ft. long by 2.5 ft. wide. Power is available but you must supply your own extension cord. We will not hold products in our office over night. **Cancellations must be done within 24 hours of the days booked, otherwise you will be charged in full.** By signing below you understand and agree to the terms listed.

SIGNATURE: _____ DATE: _____

OFFICE USE ONLY

** INITIAL WHEN COMPLETED**

DATES CONFIRMED: _____ ENTERED INTO CALENDAR: _____ CONFIRMATION SENT: _____
 INVOICE SENT: _____ PAYMENT RECIEVED: _____ DATE: _____