

**For consideration to exhibit at the Resource Fair, complete and email a Resource Table/  
Vendor Request Form to Olivia Gross at [ogross@bwcumc.org](mailto:ogross@bwcumc.org) by **March 10.****

March 16, 2019 | 8:00 a.m.—3:00 p.m. | River Hill High School, 12101 Clarksville Pike, Clarksville, MD 21029



## Resource Table / Vendor Request Form

*Approved vendors should arrive at River Hill High School at 7:00 AM to set up.*

Company/Vendor Name: \_\_\_\_\_

Phone: \_\_\_\_\_

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

On-Site Staff: \_\_\_\_\_  
*(Name of the person attending to your table, if different from above)*

Cell Phone: \_\_\_\_\_  
*(if different from above)*

Please describe the resources/merchandise you want to showcase at this event:

Number of tables needed: \_\_\_\_\_  
*We can only guarantee 1 table per approved vendor, but will make every effort to supply you with the # you request.*

Will you need access to an electrical outlet for your table?  Yes  No  
*We cannot guarantee access to electricity, but will make all efforts to make it available if requested.*

Other information that will be helpful for the event organizers:

Lunch is available for you and your on-site staff for \$15.00 per lunch. Please indicate the number of lunches you'd like to order in the spaces below. An event coordinator will call you for payment information.

\_\_\_Turkey      \_\_\_Veggie      \_\_\_Gluten-Free

\_\_\_Ham      \_\_\_Vegan      \$\_\_\_\_\_ Total Due

*Thank you for your interest in participating in our resource fair for this event. We will contact you after reviewing your request to confirm and finalize details.*

**For Event Organizer Use Only:**

Reviewed By: \_\_\_\_\_

Approved       Not Approved

Contacted Vendor to confirm

By: \_\_\_\_\_

Date: \_\_\_\_\_

# of Tables: \_\_\_\_\_

Electricity? \_\_\_\_\_