

**Rockin' for Relief Art Vendor Registration**

Establishment's Name: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Brief Description of items for sale and price range

Electrical Equipment to be used: \_\_\_\_\_

Does this require a special hookup? (20amp or 30amp)

\_\_\_\_\_  
(Note: 220 hookups are not available)

Do you prefer a 6' or 8' table? \_\_\_\_\_

**I HAVE READ THE ROCKIN' FOR RELIEF VENDOR AGREEMENT AND I AGREE TO COMPLY WITH ALL OF THE RULES AND RESPONSIBILITIES SET FORTH IN THESE DOCUMENTS.**

**SIGN** \_\_\_\_\_ **PRINT NAME** \_\_\_\_\_

**DATE** \_\_\_\_\_

**Make checks payable to: The University of Akron/Hurricane Relief.**

**In memo line: Rockin for Relief.**

**Mail to: Zips Programming Network**

**C/o Timothy Avant 303 Carroll St Akron, OH 44325-4601**



## **Rockin' for Relief**

### **About the Rockin' for Relief benefit for the Hurricane's Katrina and Rita**

The Rockin' for Relief benefit in EJ Thomas Hall at The University of Akron will be a one day event to raise as much monetary support as possible to help the victims of these horrific Hurricanes. Your participation in this event provides a tremendous opportunity to help us and the Akron Red Cross to assist the victims of these hurricanes and to promote your business to new customers.

#### **1. Dates and Hours**

Saturday April 29, 2006 at 12:00pm-5:30pm

#### **2. Important Deadlines**

Art Vendors Registration due by March 24, 2006

#### **3. Registration**

1. Completed Registration Form
2. Booth/Table Fee Deposits

#### **4. Booth/Table Fees & Commissions**

All vendors will be required to pay their particular booth/table registration fee  
1 Art \$50.00

It is the vendor's choice to keep their profits or to donate it, and if it is donated that particular vendor will get special recognition at the end of the day.

#### **5. Guidelines for a Successful Rockin' for Relief benefit**

The key to the success of Rockin' for Relief depends not only on how much money we raise, but the quality of all the vendors. **Reasonable prices** are necessary for a successful event.

#### **6. Procedures and Rules**

For artists all art work must be original, handcrafted work. One of a kind work is preferred and encouraged, no commercial reproductions, or embellished commercial products are allowed. If you produce work in editions, you must disclose edition numbers to the fair audience and include in your slide descriptions, all work must be for sale. Vendors must be identified by the name used at their place of business. Alcoholic beverages are not to be consumed at Rockin' for Relief. Failure to comply

will result in closing of the table and fees will not be refunded.  
Money will not be refunded if you fail to comply! Make it nice!

## **7. Table Setup**

6ft and 8ft tables with skirts are available.

A list of electrical equipment must be submitted for approval with registration.

All electrical hook-up need(s) arranged in advance.

Delivery of all items will begin at 7:00am on April 29.

**NO electric over 220volts**

The appearance of the table and staff is a direct reflection on your business as well as EJ Thomas.  
Tables must be clothed. You must cover you table with a tablecloth.

Vendors are required to keep their booth clean and neat and staff in clean clothing. Vendors are encouraged to be creative with table decorations within the perimeter of the table.

Money will not be refunded if you fail to comply!

Tables will be inspected before and after the event to assess any damage to the EJ  
Thomas property and any costs incurred will be passed on to the responsible vendor.

The tables must be staffed at all times from open to close.

## **8. Liability and Insurance**

Neither The University of Akron and EJ Thomas nor their respective members, representatives, contractors, corporate sponsors, successors and assignees will be responsible for any injury, loss or damage that may occur to the vendors or the vendor's employees, agents, contractors, respective, or property from any cause whatsoever. It is the vendor's responsibility to protect property from any cause whatsoever. It is the vendor's responsibility to protect machinery, perishables and exhibits so that no injury will result to the public, visitors, guests, persons or property. All property of the vendor, including foodstuffs and other perishables, is understood to remain in vendor's care. Custody and control in transit to, from and within the confines of the benefit area subject to regulations issued by sponsor. The vendors, upon signing this agreement expressly release, agree to hold, keep and save harmless and indemnify. The University of Akron and EJ Thomas and their respective members, representatives, contractors, corporate sponsors, successors and assignees from and against any claims for any loss, damage or injury arising out of related to vendor's participation in Rockin' for Relief. Vendors agrees to carry appropriate insurance through such carriers and containing such limits, terms and conditions as the sponsor may require and shall deliver to sponsor such insurance certificate as requested.

## **9. Payment Procedures**

All stands will be on a cash only basis.

For more information call:

Timothy Avant (Entertainment Chair) 330-972-7014  
Helen Rotnem (Chair, Rockin' for Relief) 330-972-7010

**Note:**

Food Service capabilities are limited at E. J. Thomas Hall.

All load in and load outs will take place without inconvenience to patrons attending events. The public entrances are also service access doors. Careful timing and advance planning are necessary. All load- ins involving carts will be complete 60 minutes prior to the opening of the doors for the event.

Please be aware that noise will travel throughout the building and into the auditorium. Patrons attending the Festival will also be enjoying the Battle of the Bands inside the auditorium.

All vehicles must be moved away from the entrances to the building. After unloading, please immediately move your vehicle to a parking space. The E. J. Thomas Hall deck has a vehicle caution height of 7 feet.

The vendor is responsible for laying down carpet covering (tarps) in their booth and all clean up and bagging of trash from their booth. The vendor will be charged for any above and beyond carpet cleaning caused by negligent food handling.

**All vendors are required to attend a mandatory informational meeting on April 3<sup>rd</sup> @ 5:00pm in E.J Thomas Hall.**