



5K RUN / WALK • 1 MILE FUN RUN

Vendor Registration Form

Bon Air 5K and Market

Vendor Information *(please print or type)*

Name	
Business address	
Business Name	
City	
State	
ZIP Code	
Telephone (business)	
Fax	
E-Mail	

Where to Find us:

Website www.BonAir5K.com

Twitter <http://twitter.com/bonair5k>

Facebook Be a Fan of the Bon Air 5K

Remittance Information

Please send a check attached made out to the:

Bon Air PTA
8701 Polk St
Richmond, VA 23235

Vendor Information

Registration Confirmation A few weeks prior to the Eagle Market, you will receive confirmation with your spot location assignment and additional details regarding the Market.

Set up Vendors must be set-up by 8:00AM on Saturday, April 17, 2010. You will receive more information regarding set up with your registration confirmation.

Vendor locations Booth locations will be decided on a lottery basis, the school principal will draw names and location from a hat and assign accordingly. The first 10 vendors to register will get the first 10 lottery spots.

Cost The cost to have a space this year will be \$50.00 if you register before March 17, 2010, after March 17th the cost will be \$75.00. You will not have a space reserved until your payment is received. No Refunds after April 1, 2010.

Payment Checks or cash must be attached to this form and returned to Bon Air Elementary to hold your spot. Please make checks out to Bon Air PTA.

Times Set up will be from 7AM-8:00AM. Vendor event will take place from 9:45 to 12pm. Vendors may not take down until 12pm.

Vendor Sales You are responsible for taking your own payments for sales of goods. The PTA will not be asking for a portion, although if you would like to make a donation, we will note this in our marketing materials.

Vendor Spaces The event will take place in a parking lot. One vendor spot is the size of a regulation parking space. Please plan accordingly. There will be no electrical hook ups available.

What to bring You are responsible to bring your own table and chairs. There is no shade provided. Please bring CONFIRMATION FORM (will be sent to you once payment and slot is selected).

Marketing If you provide us with a logo and web link we will be posting your business information on our website, where approximately 250 people registered for the race. We will also be doing a lot of community marketing using many of the vendor names.

Weather Plan If it is raining, the event will be moved inside the gym area of the school. There is no guarantee on space dimensions if rain location is moved but we will try and accommodate as best we can. **No refunds after April 1, 2010.**

We are so glad you are joining our Bon Air 5K and Eagle Market. We want this to be a success for both the school as well as you the vendor. If you have any questions please direct them to Jeni Moss 614-6708 or info@bonair5K.com and not the school.

All vendors must abide by state and local business laws regarding federal, state, and local taxes as deemed by law.

Thank you