

**2012 INAFA Convention
University of Wisconsin - Eau Claire
Haas Fine Arts Center
July 18-22, 2012**

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**Vendor Application**

Please print clearly. All forms are due by June 16, 2012. Fees are nonrefundable after the due date. Please fill out the form completely and return to:

**INAFA Convention, 3351 Mintonville Point Drive, Suffolk, VA 23435**

Business Name: \_\_\_\_\_

Business Owner(s): \_\_\_\_\_

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

City: \_\_\_\_\_; State: \_\_\_\_\_; Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_; E-mail: \_\_\_\_\_

Web Site: \_\_\_\_\_

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INAFA Member Vendor Fee: \$150

Additional tables: \$50 each, with a limit of 2. Depending upon space and vendor count, a third table may be made available for purchase closer to the event time.

Option to Bring Your Own Booth: \$35 Additional to Vendor Fee (Dimension Information Required)

Non-INAFA Member Vendor Fee: \$200

Vendor Fee Includes Admission Into All Concerts and Classes

Yes, I would like to donate an item for the convention raffle: _____ Item Type: _____

Please make checks or money orders payable to:

INAFA
3351 Mintonville Point Drive
Suffolk, VA 23435

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## Vendor Details

**Convention Check-In:** July 18, 2012, from 12:00 p.m. to 4:30 p.m.

**Convention Check-Out:** July 22, 2012, at 1:00 p.m.

**Vendor Setup Commencement:** July 18, 2012, at 10:00 a.m.

**Vendors:** There will be a secured area to which you may send merchandise prior to the convention. You will be informed of the mailing address in your vendor confirmation letter. Vendors must purchase their own license from the City and State, if applicable. Vendors will be provided with a six-foot table and two chairs. Nametags will be placed on tables in the vendor area; they may not be moved. Additional tables are \$50 each, with a two-table limit. A third table may be purchased closer to the event, if space is available.

You may bring your own booth, if applicable, with an additional \$35 charge, as it will require special placement and accommodations. The size of the booth must be reasonable. Booth specs must be cleared by INAFA. Booths must rest on a mat or carpeting or something similar to protect the existing flooring. Do not drag anything across the floor. No tape or pins may be used on the walls or the floor, including Velcro and pushpins. Please contact the organization for approval, if you are bringing your own booth.

Vendor's fees are not transferable. Only the business owners on the paperwork submitted to INAFA are permitted behind the booth or table to sell and/or promote merchandise. Those in violation will be escorted from the premises, with no refund of any convention fees. Booth space may not be shared in any way, shape, or form. Booth space operational times will be strictly adhered to for safety and security of property. Vendors may sell merchandise after the evening concerts, although no playing of instruments may take place in the vendor area while concerts are in progress. All vendors must have their merchandise broken down and stored by 10:45 p.m. each evening. The vendor area will be located outside of the performance halls. No banners, lighting, or any other appliances, over 6 feet from floor to top of booth, shall be erected over a booth nor infringe on other spaces, banners, etcetera. No booth sound systems or special lighting effects shall be audible/ visible 5 feet from any individual space.

There is no private selling at the INAFA convention.

The INAFA and the university are not responsible for stolen merchandise if the booth is left unmanned. Please have someone watch your booth, if you must leave. INAFA staff can assist you if you do not have another individual with you. Please ask in advance of your need.

**Call for Raffle Items:** For each convention, INAFA has a raffle to conclude the event. We would greatly appreciate donations for this event, as it generates funds to help pay for the venue and miscellaneous expenses. Monetary donations are also greatly appreciated.

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## Travel and Lodging

**Air Travel:** Chippewa Valley Regional Airport (EAU) is the closest to the venue (approximately 10 minutes); the major airport in the locale is Minneapolis-St. Paul International Airport (MSP), approximately 1 hour and 45 minutes from Eau Claire; other airports include Madison (MSN) and the Central Wisconsin Airport in Mosine (CWA).

**Rental Cars from EAU:** Avis (1-800-331-1212) and Hertz (1-800-654-3131) and Budget (1-800-527-0700)

**Rental Cars from MSP:**

Alamo: 1-800-327-9633  
Avis: 1-800-831-2847  
Budget: 1-800-527-0700

National: 1-800-227-7368  
Hertz: 1-800-654-3131  
Dollar: 1-800-800-4000

Enterprise 1-800-325-8007

**Shuttle Transportation:**

Chippewa Valley Airport Service: Service between MSP and Menomonie and Eau Claire. Phone: 715-830-9400 or 1-877-811-4211; www.chippewavalleyairportsservice.com/

**City Map of Eau Claire, Wisconsin:**

www.uwec.edu/Maps/eaucloiremap.htm

**Directions to the University of Wisconsin-Eau Claire:**

www.uwec.edu/home/maps/directionslower.htm

**University of Wisconsin-Eau Claire Campus Map:**

www.uwec.edu/Maps/campmap.htm

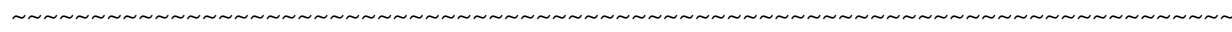
**Eau Claire, Wisconsin Chamber of Commerce:**

www.eauclairewicoc.weblinkconnect.com/cwt/

**Local Hotel Accommodations:** See the INAFA Web site for a hotel list under the subheading, "Travel."

www.inafa.org/convention/info.htm

**On-Campus Housing:** There will be dormitory-style housing and meal options on campus. This information will be detailed on the convention attendance form on the INAFA Web site. Convention attendees who are not staying on campus are also eligible to purchase the meal plan, if desired.



**Miscellaneous**

**Important:** Alcohol and illegal substances are not permitted at this event. Those in violation will be asked to leave the premises immediately. Those participants in violation will forfeit a refund.

**Smoking:** There is no smoking in any of the buildings. Therefore, smudging is also not permitted indoors. Smoking outside is permitted, provided that all cigarette butts are extinguished and discarded in the appropriate outside containers. Academic buildings have certain doors/entrances marked as "Smoking Permitted," otherwise there is no smoking outside the other entrances. You must be at least 30 feet from any building when smoking outside.

**Pets:** Not permitted. Service animals are permitted, of course.      **Littering:** Not permitted.

**Please Read and Acknowledge With Your Signature:**

I understand and agree to abide by the outlined regulations concerning vending at the 2012 INAFA convention.

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

