Little Rock PUBLIC RADIO
A Service of UA Little Rock

VENDOR REGISTRATION FORM

Tiny Desk Contest 2024
Arkansas Showcase

Date: October 5th, 2024

Location: The Hall, 721 West 9th St, Little Rock, AR 72201

REGISTRATION DEADLINE IS SEPTEMBER 21, 2024

EXACT BUSINESS NAME _____

CONTACT PERSON _____

MAILING ADDRESS _____

CITY STATE ZIP _____

PHONE _____

EMAIL _____

WEB SITE _____

EXACT DESCRIPTION OF PRODUCT/SERVICE (ONLY ITEMS LISTED MAY BE SOLD)

_____

_____

ALL BOOTH SPACES Single 6 ft. Table	PRICE	QUANTITY	TOTAL
VENDOR SPACE	$25	_____	$ _____
ELECTRICITY (1 single 110v outlet) (Limited number available)	$ 0	_____	$ _____
TOTAL AMOUNT ENCLOSED			$ _____

To pay by credit card, call the office at 501-916-6400 during office hours Monday - Friday, 8:00 a.m. - 5:00 p.m.

MAKE CHECKS PAYABLE TO
"Little Rock Public Radio"

ONLY FULLY COMPLETED REGISTRATION FORMS WILL BE ACCEPTED

MAIL TO: **Little Rock Public Radio, 5820 Asher Ave., Suite 400, Little Rock, AR 72204**

NO REFUNDS

_____

CHECK # (Staff USE ONLY)

_____

DATE RECEIVED (Staff USE ONLY)

VENDOR INSTRUCTIONS

Tiny Desk Contest 2024 Arkansas Showcase

• OCTOBER 5 • 5:00 PM TO 9:00 PM
REGISTRATION DEADLINE IS SEPTEMBER 21, 2024

SETUP: MUST BE COMPLETED BY 4:30 PM

- Vendors should arrive at the entrance location to set up no later than 4:00 p.m.
  IF YOU HAVE SPECIAL REQUESTS PLEASE DO NOT CALL BUT ADDRESS THEM IN WRITING AND SUBMIT WITH VENDOR REGISTRATION FORM.
- There is a limit to the number of vendor spaces offered at this event. Spaces are assigned first come, first served.
- Vendors need to unload their booth contents and remove their vehicle from the loading area as soon as possible.
  Bring extra help. Use hand carts/rolling carts.
- **MUST BRING YOUR OWN TABLE AND CHAIRS.** Tables can be up to 6 feet long. No canopy, tents, back drop, etc. Table only.
- All booths or vendors must be set up in designated area.

EVENT HOURS: 5 PM TO 9 PM

TEAR-DOWN: STARTS AT 9 PM

GENERAL INFORMATION

- Vendors are responsible for disposing of all trash in the nearest trash receptacle. We ask that you leave your assigned area in the same or better condition than when you arrived for set-up.
- For additional information, leave a message at 501-916-6400 or email your request to: events@littlerockpublicradio.org

I assume responsibility for the property I will bring to this event and will not hold Little Rock Public Radio liable for any damages, theft or personal injury that may occur. I agree to carry liability insurance. I agree for my name/business name and photos to be used to promote Tiny Desk Contest 2024 Arkansas Showcase.

Signature _____ Date_____

Print Name _____