

SOUTHWESTERN ATHLETIC CONFERENCE



**VENDOR AGREEMENT
SPECIAL EVENTS CENTER
MARCH 9-12, 2011**

**2011 SWAC MEN'S AND WOMEN'S FARMERS INSURANCE
BASKETBALL TOURNAMENT
VENDOR AGREEMENT**

- WHAT:** 2011 Farmers Insurance SWAC Basketball Tournament
- WHEN:** Wednesday March, 9 thru Saturday March 12, 2011
10:00 a.m. - 11:00 p.m. Wednesday
10:00 a.m. - 11:00 p.m. Thursday
12:00 p.m. - 11:00 p.m. Friday
12:00 p.m. - 11:00 p.m. Saturday
- WHERE:** Special Events Center, 4999 Naaman Forest Blvd, Garland, TX 75040
- VENDOR FEES:** Merchandise Vendors \$800 / Civic/Social/Greek organizations \$400
- VENDOR SPACE:** One 8' x 8' booth with two chairs
Two Vendor Passes
One Parking Pass
Booth assignments will be made on a **first come, first assigned** basis.
- SELLING IN STANDS:** **NO VENDOR WILL BE ALLOWED TO SELL IN THE STANDS**
- VENDOR CHECK-IN:** Vendor check-in will be located at the Loading Dock of the Special Events Center. Vendors/Exhibitors must report to the vendor check-in area to pick up booth assignments and vendor badges between 7:00 a.m. - 9:00 a.m. on Wednesday, March 9, 2011.
- BREAKDOWN:** During the tournament all vending materials may be left in the Special Events Center overnight since security will be provided. At the end of the tournament vendors are responsible for leaving their booth area clean.
- REGISTRATION DEADLINE:** Tuesday, March 1, 2011
- CANCELLATIONS:** No refunds will be given for cancellations made after March 1, 2011.
- COLLECTION OF SALES TAX:** All vendors must pay the 8.25% Texas Sales Tax. Vendors will be provided with sales tax form and envelope. The form must be completed with your gross receipts by 8:00 p.m. on Saturday, March 12, 2011.
- CONTACT INFO:** **Southwestern Athletic Conference**, 2101 6th Ave. North, Suite 700, Birmingham, AL 35203 (205) 251-7573, (205) 297-9820 fax; if you have any questions, please feel free to contact Duer Sharp or Nitra Babers.

**2011 SWAC MEN'S AND WOMEN'S FARMERS INSURANCE BASKETBALL TOURNAMENT
VENDOR AGREEMENT FORM**

The 2011 Farmers Insurance SWAC Basketball Tournament will be held at the Special Events Center in Garland, TX, March 9th thru March 12, 2011.

Interested vendors must submit this application and vendor fee by Tuesday, March 1, 2011. Applications will not be accepted unless both the application with your signature as a vendor and the vendor fee (**cashiers check or money order only**) are received by the deadline. Vendors must report to the vendor check-in area (Loading Dock) to pick up their booth assignments and vendor badges between 7:00 a.m. and 9:00 a.m. on the morning of Wednesday, March 9, 2011.

VENDOR APPLICATION MUST BE SUBMITTED NO LATER THAN BY TUESDAY, MARCH 1, 2011.

Business Name _____

Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Fax _____

Email Address _____

Description of what you will sell (No food or beverages) _____

On site vendor name _____

Authorized Signature _____

The price of a vendor space is \$800. Space includes: One 8' x 8' vendor space, two vendor passes, and one parking pass.

____ I am an official SWAC licensed vendor. (Include copy of license with application.)

NOTE: Only Official SWAC licensed vendors will be allowed to sell SWAC merchandise. Any violation of this provision will result in confiscation of merchandise.

Vendor pass must be worn at all times. Fees for vendor spaces must be paid in full (cashier's check/money order only) and must be received with this application on or before March 1, 2011.

Vendor space is very limited and available on a first come, first assigned basis. Please be advised that application to be a vendor does not automatically guarantee acceptance. Applicants will be notified of their status within five (5) days after the date of receipt of application.

Cashier's checks and money orders should be made payable to: Southwestern Athletic Conference and mailed to 2101 6th Ave. North, Suite 700, Birmingham, AL 35203 to the attention of Nitra Babers.

No refunds or cancellations will be made after Tuesday, March 1, 2011. No exceptions. For further information, contact Duer Sharp or Nitra Babers at (205) 251-7573 at the SWAC Office.