



## 2018 VENDOR APPLICATION

Event Date: Saturday, November 3rd  
10am-4pm

**All vendor reservations are \$100 each and include:**

10x10 display space Company listing on event webpage Company listing on event map/guide at event

Contact Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Type of Business (retail, educational, non-profit, etc.): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Company Website: \_\_\_\_\_ Amount Enclosed: \$ \_\_\_\_\_

Credit Card: VISA MC AMEX DISC CC#: \_\_\_\_\_ Exp: \_\_\_\_\_ CV Code \_\_\_\_\_

Undersigned confirms reservation for exhibitor space at Pawsitively Matthews 2018. Undersigned shall in no way hold the Town of Matthews liable for accidents or claims which may occur in connection with this event, and hereby releases and waives any and all rights, claims, or causes of action it may have against the Town of Matthews, its officers and employees, for personal injury, death or other damage that may result from attending this event. Further the undersigned agrees to save and hold harmless the Town from any and all claims or suits alleging personal injury, loss, and/or property damages on account of or connected with this event. Undersigned authorizes Town of Matthews to charge the credit card account number listed above for the stated Amount Enclosed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Please Be Advised:

- Vendor spaces are not power accessible, and do not include tents, tables, or chairs.
- Event will be held either rain or shine. NO REFUNDS will be given out in the event of inclement weather.
- No other refunds given for cancellations within 3 weeks of event, or after space assignments and maps are completed.
- We reserve the right to reject applications when necessary.
- Applications are not considered complete until payment has been received and processed. Application deadline is September 15, 2018**

### SUBMIT FORM & CHECK/MONEY ORDER/CREDIT CARD TO:

Town of Matthews  
Attn: Amanda Howard/Pawsitively Matthews  
100 McDowell Street  
Matthews, NC 28105  
Contact: 704-708-1261; [ahoward@matthewsnc.gov](mailto:ahoward@matthewsnc.gov)

Town of  
**Matthews**<sup>TM</sup>  
Parks, Recreation &  
Cultural Resource