

**Vendor Reservation Form**

**The Arts Move My Sole ~ May 17, 2014**

City of Winston Salem & Forsyth County Employees fundraiser to benefit The Arts Council of Winston Salem & Forsyth County

*Registration and Payment Deadline is Friday May 2, 2014*

Contact Name		Company Name	
Phone	Email	County Employee? __Y__N	

Describe items you will sell:

**Vendor Reservations and Event Details (please read carefully)**

Saturday May 17 - Vendor set up 7:00 - Event time 8:00 to noon

Located at the Winston Salem Fairgrounds

Vendor Space includes one 5"-6" table & two chairs. Please mail this form with payment by May 2nd.

Non-Employee Vendors are welcome

Setup/Cleanup: Vendor is responsible for all setup and cleanup in their selling space

Acknowledgement: Vendor acknowledges that Forsyth County shall not be held responsible for lost or stolen goods. Forsyth County and its employees are held harmless from any loss or damage incurred by vendor at all times prior to, during, and after this event.

Fee: \$25 per space. All proceeds from sales go to vendors. Please be prepared to make change for cash transactions. Check or credit card transactions are at vendor discretion.

**Select Payment Option:**

- \$25 Check made payable to The Arts Council (first 25 to prepay are guaranteed space)
- I will provide a prize for use by the event committee (description: \_\_\_\_\_)
- Visitors to my space may register for a door prize provided by me.

**Agreement: My signature below indicates that I have read and agree to the terms above. Attached is my \$25 check made out to the Arts Council of WS/Forsyth County.**

Vendor Signature	Date
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Please Return Form and Payment to: Barbara Kane, Forsyth County ROD, 201 N Chestnut St Winston Salem NC 27101  
Questions? Contact Barbara Kane: kanebm@forsyth.cc Ph (336) 703-2700 Fax (336) 748-3158

*Internal Use Only: Please do not write in space below*

Rec'd by \_\_\_\_\_ Date Rec'd \_\_\_\_\_ Payment Type \_\_\_ Check \_\_\_ Payroll Deduction