



Thursday, April 18 | Brixham Tent | 11:30 a.m. – 1:30 p.m.

**All vendors must be approved by Northwood Office.  
Please scan a completed form to Hailey Rorie by April 1 to reserve your space.  
A \$100 table fee must be paid via check by April 12.**

**Business Name:**

**Business Address:**

**Contact Name:**

Phone:

Email:

**Description of your company, product or services:**

**Are you a certified nonprofit organization?**

Table fees are waived for certified nonprofits.

**Can you provide your own table linen?**

One 6' table will be provided by Northwood Office.

**Will you provide your own tent?**

Tents are limited and will be provided by Northwood Office on a first come, first served basis.

**Please provide a brief description of what your company will be providing at your table:**

Northwood Office holds the right to authorize all activities/services offered at the event.

**Will you provide a raffle prize?**

**If yes, please specify your prize:**

We may consider promoting your business and raffle in pre-event marketing!

- All vendors are responsible for providing their own power source.
- Free Wi-Fi is available for the first two hours, then \$0.99 for each additional hour.
- \$100 vendor table fee is due in full by April 12, Northwood Office will send digital invoices by April 5.
- **Northwood Office does not accept credit cards.** Please mail a check for payment with reference of your invoice number. Table fees do not apply to certified 501(c)(3) nonprofit organizations.
- Vendors are responsible for the collection of raffle entries, selection of raffle winners and the distribution of any prizes.

Please scan a copy of this completed form to [hrorie@northwoodoffice.com](mailto:hrorie@northwoodoffice.com).