



Dear Vendor,

You're cordially invited to participate in our **37th HOLIDAY Mini-Mall**.
The Mini-Mall will be held from **10am - 5pm ~ December 2-3 2009**
in the University Of Rhode Island Memorial Union Ballroom.

Vendor space consists of three 6' tables for a fee of \$180 for a two-day mall.
This annual event is attended by URI Faculty, Staff and Students, a population of over
12,000 individuals.

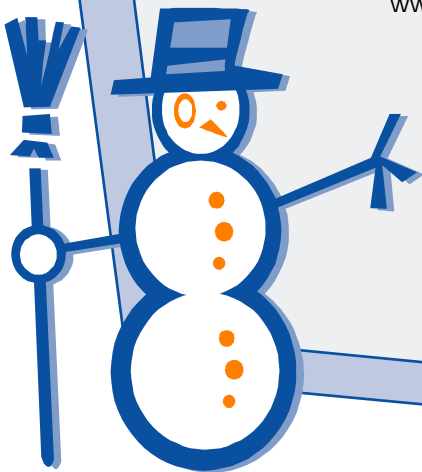
Set up times are Tuesday, December 1, starting at 4pm until 10pm and
Wednesday, December 2, from 7:30am to 10:00am. Please be set by 10am, since the
doors will open promptly. Vendors are expected to attend their booths for 2 days from
10am until 5pm. Merchandise may be unloaded at the dock in the rear of the Memorial
Union. For your convenience, parking permits will be handed out when you check in and
dollies will be provided to load in yourr itemes. Change for your cash box during the mall
may be made through our accounting office, Room 213. Security is provided while the
mall is closed, but we will not be held liable for any missing merchandise. For your
protection we recommend using a drop cloth to cover your merchandise.
If you carry any highly priced merchandise you may not want to leave it over night.
Enclosed are the reservation contract forms. Please complete and return the forms
with payment to secure your spot at the Mini-Mall.

If you have any questions, please feel free to contact me.

Best regards,

Sheri Davis

Coordinator of Marketing and Event Scheduling
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UNIVERSITY OF
Rhode Island

MINI-MALL RESERVATION CONTRACT

Date of Mall: December 2-3, 2009
Hour of Operation: 10:00am—5:00pm
Booth Fee: \$180.00

Please make checks payable to:
URI Memorial Union/Mini Mall

COMPANY NAME: _____

VENDOR NAME: _____

ADDRESS: _____

CITY _____ STATE _____ ZIP _____

PHONE (WITH AREA CODE) _____

FAX _____ EMAIL _____

PLEASE MARK ALL THAT APPLY:

- 1. PLEASE ACCEPT MY APPLICATION FOR THIS MINI MALL _____
- 2. I DO NOT WISH TO APPLY _____
- 3. KEEP ME ON THE MAILING LIST _____
- 4. I DO NOT WISH TO REMAIN ON THE MAILING LIST _____

Description Of Wares ~ please provide a web site address or pictures below:

Preferences are carefully considered, but no particular booth space can be guaranteed.

1. Will you need electricity at your booth?

YES NO

2. Will you need a phone line for a credit card reader at your booth? If yes, please prepare your reader to 9, to dial out from the school. (\$150.00 set-up fee will apply)

YES NO

3. How many parking permits do you need? _____

The total fee for booth rental must accompany this form and must be postmarked by November 20, 2008.

Vendor's signature: _____ Date: _____

** Tablecloths are not provided.

PLEASE NOTE NO REFUNDS ARE ALLOWED.