Dear Vendor,

You’re cordially invited to participate in our 38th HOLIDAY Mini-Mall. The Mini-Mall will be held from 10am - 5pm ~ December 8-9 2010 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 7, starting at 4pm until 10pm and Wednesday, December 8, 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 your items. 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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MINI-MALL RESERVATION CONTRACT

Date of Mall: December 8-9, 2010
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 19, 2010.

Vendor’s signature: ___________________________ Date: __________

** Tablecloths are not provided.

PLEASE NOTE NO REFUNDS ARE ALLOWED.