



Vendor Sponsorship Form  
*Intersections: Creating Culturally Complete Streets*  
April 3-4, 2018 | Nashville, TN

**Due: March 2, 2018**

Vendor company name: \_\_\_\_\_

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

City/State/ZIP: \_\_\_\_\_

Primary contact name: \_\_\_\_\_

Primary contact email: \_\_\_\_\_

Primary contact phone: \_\_\_\_\_

Name of on-site representative: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

**Items**

Please provide a list of all items to be sold or distributed in the space below:

Vendor is expected to provide a display that is consistent with the purpose and goals of *Intersections: Creating Culturally Complete Streets*.

**Dates and Times (check all that apply)**

For vendor display

Tuesday, April 3<sup>rd</sup>, 2018

- 8:00 am – 12:00 pm
- 12:00 pm – 4:00 pm

Wednesday, April 4<sup>th</sup>, 2018

- 8:00 am – 12:00 pm
- 12:00 pm – 4:00 pm



**IMPORTANT – PLEASE READ:**

Due to requirements placed by Music City Center (conference venue) it is important for all vendors to realize that SGA may not be responsible for last minute changes in vendor booth placement, booth size or restrictions on items such as wall hangings and banners, etc. All efforts will be made to accommodate our vendors to the highest degree but final decisions on any conflicts will be made by SGA.

1. Vendor space as defined includes one 6' table, two chairs and a wastebasket. Vendor space is subject to change depending on venue space and facility requirements. Extra tables/space must be requested prior to vendor deadline (March 2<sup>nd</sup>).
2. Vendor logos, promotions, and web links to be included on conference website and print welcome packets must be sent by February 28<sup>th</sup>.
3. Banners must be pre-approved prior to conference and may be limited due to facility rules or requirements.
4. No merchandise may be sold outside of the designated vendor areas. The sale of certain items may be restricted.
5. All printed materials for conference programs must be approved, submitted and paid for prior to print deadline. SGA reserves the right to modify size and placement as necessary.

Special concerns or needs should be addressed prior to vendor application deadline or as soon as possible. Contact Nimotalai Azeez: [nazeez@smartgrowthamerica.org](mailto:nazeez@smartgrowthamerica.org) or (202) 207-3354