

EVENT INTAKE FORM



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EVENT GENERAL INFORMATION

NAME OF EVENT: _____ EVENT ORGANIZER NAME: _____

EVENT ORGANIZER PHONE: _____ EVENT ORGANIZER EMAIL: _____

EVENT ORGANIZER'S CONTACT HOURS: _____

VENUE NAME & ADDRESS: _____

DATE, TIME & DURATION OF EVENT: _____ SETUP & BREAKDOWN TIME: _____

SETUP DATE & TIME: _____ ANTICIPATED ATTENDEES/PARTICIPANTS: _____

BUDGET RANGE FOR SERVICES: _____

EVENT TYPE: (Circle Once) HEALTH FAIR, FESTIVAL, EXPO, CONVENTION, COMMUNITY OUTREACH, CHURCH EVENT, FUNDRAISER, ANNUAL, BI-ANNUAL, FIRST TIME, QUARTERLY

AUDIENCE (Circle): COMMUNITY, EMPLOYEES, CORPORATE STAFF, PARISONERS, PARENTS, SENIOR CITIZENS, STUDENTS

EVENT PROMOTION (CIRCLE): DIRECT MAIL, SOCIAL MEDIA, EMAIL CAMPAIGN, RADIO, TV, BLOGTALK, NEWSPAPERS, MAGAZINE AD, FLYERS

PROMOTION REACH: NY TRI-STATE AREA, NATIONAL, INTERNATIONAL,

EVENT VENDING INFORMATION

ALLOWED TO SELL PRODUCTS & SERVICES: _____

DONATION OF SERVICES? _____

VENDING FEES & ACCEPTABLE FORM OF PAYMENT: _____

VENDING FEES SUBMITTED TO: _____ **VENDING FEES DUE DATE** _____

LOAD-IN ACCESS: (Circle) ELEVATOR, WALK-IN, WALK-UP, FREIGHT ELEVATOR, ESCALATOR, RAMPS

TECHNICAL STAFF ON HAND IF NEEDED FOR SETUP & BREAKDOWN: _____

VENDOR/ VOLUNTEER PASSES REQUIRED, IF SO #: _____

TABLES & CHAIRS PROVIDED, IF SO #? _____

BOOTH/TENTS SIZES ALLOWED: (Circle) 6x8, 8X10, 10X10, 10X15, 10X20, 10X30, Other: _____

TOTAL NUMBER OF VENDING SPACES AVAILABLE? _____ **VENDORS ALLOWED TO SHARE BOOTH?** _____

DISCOUNT FOR BULK BOOTH PURCHASES? _____ **MAXIMUM # OF BOOTH ALLOWED TO BUY:** _____

PERMITS REQUIRED: _____ **ELECTRICITY PROVIDED?** _____

THREE PRONG OUTLETS? TWO PRONG OUTLETS? BOTH? _____

GENERATOR NEEDED? _____ **REQUESTED BOOTH #(s):** _____

FURNISHING PROVIDED OR RENTED? _____ **TAX I.D. OR SALES TAX REQUIRED** _____

ACCESS TO WATER OR RESTROOMS _____

EVENT SERVICES INFORMATION

REQUESTED SERVICES: (Circle desired services)

Foot Reflexology	Iridology Readings	Blood Type Counseling	Ionic Foot Detox
Chair Massage	Table Massage	Shiatsu Massage	Ear Candling
Reiki Treatments	Kundalini Yoga	Kemetic Yoga (Egyptian)	Acupuncture
Aura Cleansing & Chakra Balancing	Kemetic Reiki (Egyptian)	Vegetarian Food	Wellness Workshop
Wellness Goodie Bags	Aromatherapy	Wellness Party 4 Seniors	Vegan Food Preparation
Full Body Massage	Thai Yoga Massage	Yoni Steaming	Chiropractic Care
Herbalist & Nature Walks	Tarot Readings	QiGong Treatments	Martial Arts Workshops
Crystal Workshops	BioMat Treatments	Natural Hair Care	Natural Pain

