

**February 26, 2013**

Pawtucket Armory Arts Center – Open House & Booking Event  
172 Exchange St – Pawtucket, RI

Debby Whitehouse – phone #

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**2013 EVENT PARTICIPATION CONTRACT**

Participation is free – participants must bring, set up and dismantle all display materials and abide by the Open House & Booking Event Rules & Regulations

**RULES & REGULATIONS:**

- Participants must set up between 12noon-4pm and be ready to open at 5pm
- Those needing more set up time please contact Debby by Friday, Feb. 22 at 5pm
- Participants must carry in and out all display materials, garbage, etc. and leave area broom clean
- Electrical outlets are available on exterior walls of the Drill Hall – bring extension cords & powerstrips if needed
- Participants must invite any and all past, current, future, etc. clients, prospects, etc. that might be interested in booking the Armory for an event.
- Other?

**PARTICIPANT INFORMATION:**

CONTACT PERSON: \_\_\_\_\_

COMPANY Name: \_\_\_\_\_

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

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Description – (10 words to describe your business): \_\_\_\_\_

DISPLAY SPACE NEEDS: please check one

table top display – 8’ banquet table

10x10 floor space for pop-up display, etc.

open floor space for theme tables – size needed: \_\_\_\_\_

**SIGNATURE:** I have read the Invitation to Exhibit & Show Contract details – signature: \_\_\_\_\_

**PLEASE MAKE A COPY OF THIS CONTRACT FOR YOUR RECORDS!**

**EMAIL or MAIL: ....**