



2017 Project Community Connect Service Provider/Vendor Application

WE'RE BACK AT THE MEDFORD ARMORY
1701 S Pacific Hwy, Medford, Oregon

Complete and send in your application ASAP

The event this year is on **Friday, June 2, 2017**. Spaces are in demand and filled on a first-come first-serve basis – apply soon. The event is free; donations of any size are welcome (use Sponsorship form for donations).

Organization: _____ Contact Person _____

Phone: _____ Email: _____

Service Address: _____

Electrical Outlet needed? yes no Internet Wi-Fi Connection needed? yes no

Describe your service(s) for “Services Guide” we’ll share with providers and navigators the event (attach on a separate sheet if needed/desired):

Email completed application to: JacksonConnect@yahoo.com or mail to: Jackson County Community Services Consortium P.O. Box 1087, Medford OR 97501

NEED TO KNOW

- Booth dimensions are 10’ x 6’. One table provided, most are 8 feet, some smaller, more may be available on request. Chairs will also be available - two for your booth staff and two for visitors to your booth. Table coverings are not provided.
- Banners are welcome; banner hooks available (for hanging at back of booth).
- Bring supplies for your booth, displays and services - lunch will be provided free of charge.
- Be sure to **INDICATE ABOVE ON THIS APPLICATION (ABOVE) WHETHER YOU WILL NEED Wi-Fi and/or electricity**. If you will use electricity, remember to **bring your own minimum 20’ extension cord UL approved for the equipment/devices you will be using**.
- Event will be advertised as running until 3:30. DO NOT break your table down before 3:30.** You may stay as late as 4:30 to wrap up services to those who have been waiting.
- Bring a gift to be given as a door prize** from your business/organization suitable for a vulnerable person who may not have housing. **See attached list for suggestions/ideas**.
- Plan to provide staff as *event* volunteer navigators if possible - the greatest need will be in the morning. **T-shirts will be available at no cost to staff who will serve as volunteer navigators. Please list the names, contact information and T-shirt sizes for your volunteer navigators on attached volunteer sign up sheet. Training will be available for navigators. Training details will be provided via email to the volunteers listed on your volunteer sign up sheet.**
- Vendor agrees to hold Jackson County Community Services Consortium harmless and agrees to defend and indemnify Jackson County Community Services Consortium in the event of an accident arising from Vendor’s operations.

Signature of Vendor Agent

Date

Print name of Vendor Agent

