

Springville SENIOR CENTER

65 East 200 South • Springville, UT 84663 • 801.489.8738

VENDORS

Brochures: Vendors may leave brochures at the Springville Senior Center for a small monthly fee. Your brochures will be monitored and you will be notified if they need to be restocked.

4"x11" \$5/month 8.5"x11" \$10/month

Flyers: Printed flyers may be posted at the Senior Center for a small monthly fee.

8.5" x 11" or smaller... \$5/month (sorry, we cannot post larger sizes)

Advertisement: one of your brochures or flyers stapled to our monthly menu/activity sheet.

4"x11" or 8.5"x11" \$50/month

Advertisement: Placement of a ¼ page ad in our monthly flyer. Distributed to the membership in the center and also seen online.

(email to springvilleseniors@yahoo.com by the 15th of each month)

¼ page.... \$30 ½ page... \$50 full page... \$75

Table Display: 2 hour period of time to set up a card table (provided) and talk to people, distribute brochures, etc. \$25

(The Senior Center limits the number of table displays allowed each month to four. Book your time early before they are filled.)

Bingo Sponsor: Bingo is played at the Senior Center each Wednesday with \$2 per game cash prizes. If your company would like to sponsor bingo, the name of your company can be announced and business cards, brochures or favors can be passed out to participants.

Bingo sponsor\$20

Special Activity Sponsor: If you would like to sponsor an upcoming special activity or event, please let us know and we would be happy to work with you.



Vendor Display Guidelines and Agreement

All vendors are required to comply with these guidelines. A sign will be posted informing our patrons that the products and opinions expressed are not in any way endorsed by the Springville Senior Center.

- The Directors or Board of Trustees decide which table displays will be approved: based on the appropriateness of the presentation, needs and interest of the participants, and timing of other scheduled programming.
- Table displays must be compatible with the philosophies of the Springville Senior Citizens Organization and Springville City.
- Table displays promoting unsubstantiated medical practices are not appropriate.
- **Any sales must have prior approval by the Board of Trustees or Directors.**
- No videotaping or photography of Center participants will be allowed without prior approval.
- Vendors must adhere to the approved time frame for the table display. Exceptions may be made by Board of Trustees or Directors.
- Vendors are responsible for providing their own tables, chairs, table coverings and other necessary supplies unless other arrangements have been made with the Directors.
- For-profit companies must pay \$25 for a 1½ hour table display. Checks accepted five or more business days prior to the display. Cash or credit card payments are accepted on the day of the display.

Names and other personal data of seniors are strictly confidential.

Initial _____

Collection of any personal information must be approved by the Board of Trustees or the Directors.

Date/Time of Display:	Company Name:
Topic of Display:	
Contact Name and Phone Number:	
Supplies (if any) to be provided by the Senior Center:	
I would like approval to collect personal information from the seniors for this purpose: (please be very specific)	
I would like approval to sell the following item(s):	

Signature of Presenter/ Date

Signature of Director/ Date

Please return this form at least 24 hours prior to the date of your table display. Fax: 801-491-6316
 Email: springvilleseniors@yahoo.com Mail: 65 East 200 South, Springville UT 84663



Vendor Presentation Guidelines and Agreement

All vendors are required to comply with these guidelines. A sign will be posted informing our members that the products and opinions expressed in the presentation are not in any way endorsed by the Springville Senior Center.

- The Directors or Board of Trustees decide which presentations will be approved- based on the appropriateness of the presentation, the needs and interest of the participants, and the timing of other scheduled programming.
- Presentations must be compatible with the philosophies of the Springville Senior Center Organization and Springville City. Presentations of a political or religious nature are not appropriate. (Meet and Greet Days for local government seats or if both sides of a referendum initiative are invited to present are exceptions to this rule.) Presentations promoting unsubstantiated medical practices also are not appropriate.
- Nonprofit or volunteer agencies which do not have any potential financial interest in the presentation issues shall be given preference over for-profit organizations or those who may have a potential monetary interest in the topic.
- Brochures, business cards and the like may be placed on a table near the entrance prior to and after the presentation. Informational handouts on the presentation topic may be distributed during/after the presentation. **Any sales must have prior approval by the Board of Trustees or Directors.**
- No videotaping of presentations or Center participants will be allowed without prior approval.
- Presenters must adhere to the approved time frame for the presentation. No exceptions.

Initial _____ **Names and other personal data of seniors are strictly confidential. Collection of any personal information must be approved by the Board of Trustees or the Directors.**

Date/Time of Presentation:	Company Name:
Topic of Presentation:	
Contact Name and Phone Number:	
Supplies (if any) to be provided by the Senior Center:	
I would like approval to collect personal information from the seniors for this purpose: (please be very specific)	
I would like approval to sell the following item(s):	

Signature of Presenter/ Date

Signature of Director/ Date

Please return this form at least 24 hours prior to the date of your presentation. Fax: 801-491-6316
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