



**Building Outreach
Opportunities, Inc**

Mailing address: 5757 Herrickville Rd, Wyalusing, PA 18853
Street Address: 22537 Rt 187, Towanda, PA 18848
Mary Sturdevant, Volunteer Executive Director

buildingoutreachopportunities@yahoo.com

www.BOOinc.org

VENDOR SIGN UP

What is the date of the event you are signing up for?				
Business Name				
Mailing address	Street:	City	State	Zip
Contact Person's Name			Phone #	
Email address:				
Describe items sold:				
Special Requests* <small>*While we try to honor special requests, we cannot guarantee that we will be able to anticipate every need.</small>				

We generate PayPal invoices for all vendor reservations, however, several payment options are available. In addition to accepting credit cards and PayPal payments, we accept cash, checks, and Venmo payments. If you wish to pay via another method besides PayPal, please contact our volunteer director at the phone number above.

General Vendor Guidelines

- Set up is available 1 hour before event opens, unless other arrangements have been made
- We ask vendors to please stay for the entire event, so that last minute attendees may also fully participate
- All events are held rain/shine. We have a strict no refund policy.
- EZ Ups, chairs, and tables are the responsibility of the vendor. We do have extra folding chairs available as a courtesy.
- Cost includes one 10 x 10 space unless otherwise stated in advertising.
- Reservation will be confirmed once payment is received
- We encourage all vendors to find our Facebook & Instagram pages and like and share our posts. You can also tag us. Common hashtags used for our events are: #booinc #halloweenforhunger #wysoxhauntedhouse
- We are a 501c3 non-profit. Any donation you make, including vendor fees, may be tax deductible.

Office Use Only: Date Paid: _____ How Paid: _____ Receipt Sent? Yes / No