

Vendors Guidelines

Vendors as a “Service” To AS Families:

Because of their nature, it’s important that we treat these different types…… well, differently! Here are some **General Guidelines** for you:

- Vendors who are there as a service to attendees, and not to make money (see sample listing below) are allowed to be there at **no charge**.
- It’s okay to let them know we would accept a donation from them, if they are willing. But the main purpose for these vendors is a SERVICE to our families.
- These are the ones who will be giving out information and advice, without selling anything to our families at the event.
- **Coordinators, you have the leeway and leadership on this one!**
- We want everyone who attends the Walks to have a good time and enjoy themselves
- We want service vendors to be allowed in if they are there to help our families with information and/or services.
- It’s even okay if they talk about/give information out about products that their company sells, as long as they are **not selling merchandise on the day of the walk**.

Examples of Service Providers

(You may have more in your areas – think creatively – then go and invite!)

1. Social Security for children with disabilities
2. Guardianship information (could be a county resource, or a reputable Guardianship lawyer willing to answer questions and give information only)
3. Local hospitals & Children's Hospitals
4. Genetic Testing Information
5. Medical Supplies
6. YMCA / Jewish Community Center /Monon Center
7. Musical Therapy
8. Horse Therapy
9. State Special Needs Services for children with disabilities
10. ARCH Foundation information
11. Crafts for Kids (Michaels or Hobby Lobby)
12. Face Painting & Stickers (Ladies Oriental Shrine)
13. Tricycles for individuals with disabilities
14. Furniture for individuals with disabilities
15. Electrical Safety & special electrical needs for individuals with disabilities
16. Burn Awareness (Shriners Hospitals for Children)

Craft/Retail Items For Sale (With % of profit to go to ASF):

- **Change in policy** – We no longer desire this type of vendor at our Walks.
- The Foundation has decided that this type of vendor detracts from our events and serves to dilute our main goal of fundraising for ASF.
- It was previously communicated that these type of vendors could get in for a \$50 Fee for permission to set up own tent and sell their goods.
- This type of fundraiser is more appropriate as a stand-alone fundraiser. We don't want to have two fundraisers competing with one another.

Food Truck and “For Profit” Food Vendors:

- Food trucks are quite the rage right now, and could be a nice attraction at a large walk site. Local Restaurants many times are interested in this type of community exposure as well. Because there are so many of them (and they truly are in it to make money for themselves more than for charity), we do need to have **Strict Guidelines** in place:
 - Must pay an upfront \$250.00 fee to participate in a Walk event.
 - They will also need to provide us with a current Health Department Permit when they submit their fee.
 - The fee is considered a 100% tax write-off donation for their company.
 - The fee is also a PR/Advertising expense, as they will get good exposure in your local community.
 - The fee is in lieu of having to give us a portion of their sales (though they can certainly do this as well)

Final Note: If you have a vendor that doesn't fit into these categories, but you still want to see them at your event – give me a call/email. We can discuss it together. In my opinion, YOU are the one on the front lines trying to provide a great experience for everyone. YOU also wouldn't be doing this if you didn't believe in the fundraising cause. So, as your coach, I am leaving the final negotiations in your hands to do what you think is best. **You're the leader – and I have your back!**

Know why? Because...,

 YOU ARE AMAZING.
THE END.