

VENDOR REGISTRATION FORM

The 5th Annual *Be A Part of the Cure Walk* will be Saturday, May 3rd, 2025 at War Memorial Stadium & Outdoor Course. Over 1,500 walkers are expected to attend to raise awareness in the community about cancer and for education on cancer prevention, screening and services throughout Arkansas. All proceeds support cancer research at the Winthrop P. Rockefeller Cancer Institute at UAMS.

VENDOR SET-UP & LOGISTICS INFORMATION

GENERAL INFORMATION

- Retail tables are \$25 per table. There is no charge for informational, educational, and non-profit tables.
- Walk registrations are not included with vendor registration. Limit 2 exhibitors per table. Additional individuals will have to register and enter through Gate 1.
- 1 6'-table with basic linens and 2 sled-style chairs will be provided.
- Vendor tables will be set up on the south side of the playing field.
- No running water is available and there will be limited electric connections. Generators are discouraged and must be approved prior to operation.
- UAMS & War Memorial Stadium reserve the right to censor any booth.
- Vendors are encouraged to bring promotional material, literature, and any "swag" to distribute during *The Walk*. Anticipated attendance is 1,500 people. Tents, signage, décor, door prizes, merchandise for sale, etc. have been successful for vendors in the past.
- In the event of inclement weather, the event will take place but may be moved indoors to the stadium concourse. The event will be cancelled only if an active tornado watch or warning is issued at any time on May 3, 2025.
- To reserve a table, complete and return Page 2 of this form to the Special Events team (contact information on Page 2) by April 17, 2025.
- For reference at equipment drop-off, set-up, and breakdown on May 2, 2025 and May 3, 2025, please retain and refer to Page 1.

MAY 2, 2025

EARLY EQUIPMENT DROP-OFF

- Early equipment drop-off is strongly encouraged. Bring all equipment to Gate 1 between 8:00 a.m. and 4:00 p.m.
- Temporary parking is available outside of Gate 1.
- All contents should be in closed container(s) with lid(s) with vendor name clearly visible.
- Carts and wagons are encouraged if available.
- Equipment will be stored securely overnight and available upon check-in starting at 6:30 a.m. on Saturday, May 3rd at Gate 3.

MAY 3, 2025

EVENT SETUP AND BREAKDOWN

- Vendors and vendor tables will be set up outside. Please prepare for forecasted weather conditions.
- Designated Vendor Parking is available in War Memorial Stadium's East lot (Monroe Street/ UAMS/Downtown side of stadium) outside of Gate 3 on event day.
- Vendors should check in at Gate 3 on May 3, 2025 between 6:30 a.m. and 7:00 a.m.
- Table assignments and locations will be available upon check-in.
- Vendors should be completely setup by 7:00 a.m. and remain setup until 11:00 a.m.
- Breakdown & loadout must be finished by 1:00 p.m.
- Vendors are responsible for leaving the area in the same condition in which it was found.

A Walk to Honor ALL Arkansas Cancer Patients

VENDOR INFORMATION

Organization or Individual Name: _____

Preferred Name to Display on Promotional Materials: _____

Primary Contact Person: _____

Email: _____

Primary Phone Number: _____

Alternate Phone Number: _____

Correspondence Mailing Address: _____

City: _____

State: _____

Zip Code: _____

Authorized Signature: _____

Date: _____

Day-of Contact Person: _____

Day-of Contact Person Phone: _____

VENDOR TYPE & PAYMENT

- Retail (\$25 per Table) Informational & Educational (No Charge) Non-Profit (No Charge)

CHECK

Please remit payment with this form (both sides) to:

UAMS Foundation Fund

4301 W Markham Street

Slot # 623-2

Little Rock, AR 72205

In Memo Line of check: BAPOTC Walk

CREDIT CARD

Name (AS it Appears on Card): _____ CVV: _____

Card Number: _____

Billing Zip Code: _____

CREDIT CARD BY PHONE

Upon receipt of this form, a member of the UAMS Foundation will call the number provided on reverse by credit card for enhanced security.

INVOICE

Please email an invoice to the email address provided on reverse.

Please mail an invoice via USPS to the mailing address provided on reverse.

Note: To ensure vendor table payments are properly processed by the Foundation team and to avoid card processing fees, payments for retail vendor tables cannot be made online. Thank you for your understanding and cooperation.

For questions about gift in-kind donations and general Be A Part of the Cure Walk inquiries, contact the Winthrop P. Rockefeller Cancer Institute Special Events team
WPRCI-SpecialEvents@uams.edu | (501)-686-6113