



Hubbard
Family Swim School

Gym & Swim Festival 2017 - Vendor Information

Hosted By Arizona Sunrays Gymnastics & Dance Center and Hubbard Family Swim School
Benefiting **Phoenix Children's Hospital**

Dear Participant,

Thank you for your generosity and sponsorship of the Gym & Swim Festival. We look forward to working with everyone on **Saturday, March 25th**. We hope to answer all questions in the following document. However, please feel free to contact us with any additional questions and we will be happy to assist you.

Event Time - 3:00 pm – 6:00 pm (Booths are to remain intact through duration of the event)

Location - Kino Plaza- 13832 N. 32nd Street Phoenix, AZ 85032
(Hubbard Family Swim School Parking Lot)

Set Up Time - 2:00 pm – 3:00 pm

Number of Participants - We are estimating a turnout of approximately 2,000 participants and 45-70 vendor booths.

Parking - Vendor parking is located in the furthest West parking spots in Kino Plaza. You must park by 2:45 and you will not be able to move your vehicle until 6:15 pm. If you need to arrive later or move your vehicle before 6:15 pm you must park at St. Marks Lutheran Church located at 3030 E. Thunderbird Rd.

Tables & Chairs - One 6-foot table and 2 chairs will be provided per booth. You may bring your own tablecloths, decorations and/or tent if desired.

Food & Beverage - Various booths will be selling food and drinks. All items will be available for purchase.

Event Activities - Various activities will be taking place throughout the event. Our stage area will be operating from 3:00 – 6:00 with music, raffles, announcements and performances. Spectators will be able to walk freely between the Hubbard Swim School and Arizona Sunrays Gymnastics & Dance Facilities while visiting your booths.

Vendor Check In - In front of Hubbard Family Swim School at the West end of the building.

Tax Deduction Certificate - Your donation to **Phoenix Children's Hospital** is greatly appreciated. Your tax-deductible donation certificate will be in your vendor packet, which you will receive upon check-in the day of the event.

Spread the word - Share the attached flyer with family, friends, co-workers and clients!

Thank you again for your participation! We look forward to an amazing event.

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AND

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