If you would like to participate, please complete this form and send with check to the address below.

Name: ____________________________________________________________
Campus/Address: __________________________________________________
City: __________________________ State: _____________ Zip: ______________
Phone(s): __________________________________________________________
E-Mail: _____________________________________________________________

Craft Category Each craft category will have a specific number of spaces assigned in each location. If we receive your application and the available spaces in your category have been assigned, you will be notified and placed on a waiting list. Please select your category:

- [ ] Craft Category
- [ ] Craft Category
- [ ] Craft Category

Jewelry  Painting/Sculpture  Baskets
Ceramics  Wood  Candles, Soap, Scents
Pottery  Seasonal  Mixed Media
Fabric/Soft Sculpture  Quilting  Other

Describe your product(s)
______________________________________________________________
______________________________________________________________

Booth Information
- Most spaces are in hallways and measure approximately 3’x10’
- Tables and boards are available for an additional fee. Refer to the Guidelines for more information
- Although the MCSAC makes no guarantees, returning vendors who wish to keep the same booth location as occupied the previous year must return the Application/Acceptance Agreement and all booth fees by July 1, 2013 (USPS postmark) to be considered.

<table>
<thead>
<tr>
<th>BOOTH FEES</th>
<th>TOTAL</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Craft Booth Space $90.00 each space for both days</td>
<td>+</td>
<td></td>
</tr>
<tr>
<td>Craft Booth Space $60.00 for one day (Circle one: Thurs or Fri)</td>
<td>+</td>
<td></td>
</tr>
<tr>
<td>Electricity: $25.00 each space (based on availability)</td>
<td>+</td>
<td></td>
</tr>
<tr>
<td>Tables: $10.00 each (based on availability)</td>
<td>+</td>
<td></td>
</tr>
<tr>
<td>Grand Total Cost</td>
<td>=</td>
<td></td>
</tr>
</tbody>
</table>

Important Dates
July 1, 2013 - Deadline for submission of application and fees for returning vendors who would like to be considered for occupying the same booth location they occupied the previous year
August 31, 2013 – Deadline for submission of application and fees
September 10, 2013 – Deadline for canceling booth reservation to receive a refund
September 25th, 2013, 1:00pm to 5:00pm - Vendor set-up
September 26th and 27th, 2013, 5:30am to 7:30am - Vendor set-up
September 26th, 2013 8:00am – 4:00pm - Craft Fair date
& September 27th, 2013, 8:00am – 3:30pm - Craft Fair dates
Security: Although Vanderbilt security officers will periodically patrol the areas where the booths are set up, neither Security, the Medical Center Staff Advisory Council nor, Vanderbilt will be responsible for any missing or broken items if you choose to leave your booth set up overnight. Nor will they be responsible for any missing or broken items during the Craft Fair itself. The areas cannot be totally secured. Therefore, vendors will be responsible for their own items.

***************

Online Auction: Are you interested in donating one of your items for our online auction, NPBid?

Yes  No  I would like to donate item(s) for the Online Auction Fundraiser

***************

Other Considerations/Comments/Requests: Please let us know if you have any special needs or requests (ie, handicapped parking, wheelchair accommodations). We will make every effort to assist with your needs.

________________________________________________________________________________
________________________________________________________________________________

***************

I have read and understand the information and terms described in the application and guidelines agreement. I have also read the VUMC Credo (https://www.mc.vanderbilt.edu/root/pdfs/elevate/8.5credo.pdf) and agree to observe and conduct myself in a manner that will be a reflection upon VUMC standards. I understand failure to comply with VUMC policy may result in my immediate removal/dismissal from the VUMC premises by Vanderbilt Security and could result in the denial of permission to participate in future VUMC Craft Fairs.

(Please sign and return)  (Date)

***************

✓ Read the Guidelines and Vanderbilt Credo
✓ Complete and sign the Application/Acceptance Agreement
✓ Make check payable to Vanderbilt University Medical Center
✓ Mail completed agreement, fees, and a self-addressed stamped envelope to:

Michael Ondek, MCSAC Events Committee
Auxiliary Gift Shop
1211 Medical Center Drive
Suite VUH 2102
Nashville, TN  37232-7281

For further assistance contact Michael Ondek at Michael.a.ondek@vanderbilt.edu or (615) 322-3422

*****************************************************************************************

This space reserved for MCSAC use

Date application received: ___________________  Date payment received: ___________________
Booth Location/number assigned: ______________  Date confirmation sent:_______________

N&P Vendor Application 2010.doc
2013 Needles and Pins Craft Fair
Guidelines & Craft Fair Information

Vendor Confirmations
- We will send confirmation to let you know the following information: your location, booth size, booth number (if known at the time the letters go out), unloading/loading guidelines, vehicle parking, and any other information you will need prior to your arrival.

Event Hours
- Vendors may set up on Wednesday, September 25th, between 1:00 p.m. and 5:00 p.m. Let us know if you will be later than 5:00 p.m. – special arrangements need to be made with security and we may not be able to accommodate times before 1:00 p.m. or after 5:00 p.m.
- Vendors will be able to access the buildings at 5:30 a.m. on 09/26/2013 (Thursday) and 09/27/2013 (Friday)
- Event hours on Thursday, September 26th: 8:00 a.m. – 4:00 p.m.
- Event hours on Friday, September 27th: 8:00 a.m. – 3:30 p.m.
- All vendors must be set up and ready to go by 8:00 a.m.

Vendor Check-In
- When you arrive, please check in with the show/location coordinator. Note: There is no short or long term parking on the Veterans Administration's (VA) side.

Booth Space & Display Units
- The booth sizes vary depending on the location.
- Vendors are encouraged to provide their own tables, display units, and chairs. MCSAC can provide a limited number of tables for an additional fee.
- All tables must be covered with a cloth that reaches to the floor on the table front and sides to conceal storage containers, etc.
- Each booth space will be marked off with tape. You must set up your display and seating within the taped area. The hospital is a 24 x 7 facility that must adhere to OSHA and Fire & Safety Regulations. You must arrange your seating/standing within your booth area
- During set-up and tear-down, you must leave the hallway areas open and unblocked
- After unloading, please move your vehicle to the assigned parking area so other vendors can unload.

Booth Electricity Request
- Not every booth space has access to an electrical outlet. If you request electricity, every effort will be made to provide a space that has access to an outlet
- Vendors are responsible for providing their own extension cords, surge protectors, lighting, etc.

Booth Merchandise
- Needles and Pins Craft Fair sale items are restricted to hand-crafted items.
  NO MANUFACTURE, MASS-PRODUCED, YARD SALE, OR FRANCHISE ITEMS ARE PERMITTED.
If you display any of the aforementioned, you will be asked to remove them.

Emailing your Application/Acceptance Agreement
- If you received your application electronically, you may return it by email attachment to: Michael.a.ondek@vanderbilt.edu and mail your check by USPS by August 31, 2013. We encourage you to return your application as soon as possible to get a booth space in your craft category.
CREDO - Vanderbilt University Medical Center is driven by its Credo. As a VUMC employee or vendor, you are required to exemplify the Credo daily. **It is the way we do our work!**

- **I make those I serve my highest priority:**
  + promote the health and well being of all patients who seek care at Vanderbilt
  + support trainees in all of their academic endeavors
  + respect colleagues and those we serve who differ by gender, race, religion, culture, national origin, mental and physical abilities and sexual orientation and treat them with dignity, respect and compassion
  + recognize that every member of the VUMC team makes important contributions
  + ensure that all team members understand overall team goals and their roles
  + answer questions posed by patients, trainees or staff to ensure understanding and facilitate learning

- **I have a sense of ownership:**
  + take any concern (real, perceived, big, or small) seriously and seek resolution or understanding - ask for help if the concern is beyond ability or scope of authority
  + approach those who appear to need help or be lost and assist/direct them appropriately
  + clean up litter, debris and spills promptly or notify the best resource to keep the medical center environment clean and safe
  + remain conscious of the enormous cost of health care, teaching and research and optimize resources while delivering exemplary service

- **I conduct myself professionally:**
  + recognize the increasing diversity of our community and broaden my knowledge of the cultures of the individuals we serve
  + adhere to medical center policies such as smoking, attendance and dress code
  + refrain from loud talk and excessive noises - a quiet environment is important to heal, learn and work
  + discuss internal issues only with those who need to know and refrain from criticizing Vanderbilt in the workplace and in the community
  + continue to learn and seek new knowledge to enhance my ability to serve
  + strive to maintain personal well-being and balance of work and personal life

- **I respect privacy and confidentiality:**
  + only engage in conversations regarding patients according to Vanderbilt policies and regulatory requirements
  + discuss confidential matters in a private area
  + keep written/electronic information out of the view of others
  + knock prior to entering a patient's room, identify myself, ask permission to enter
  + utilize doors/curtains/blankets as appropriate to ensure privacy and explain to the patient why I am doing this, ask permission prior to removing garments/blankets

- **I communicate effectively:**
  + introduce myself to patients/families/visitors, colleagues
  + wear my ID badge where it can be easily seen
  + smile, make eye contact, greet others, and speak in ways that are easily understood and show concern and interest; actively listen
  + recognize that body language and tone of voice are important parts of communication
  + listen and respond to dissatisfied patients, families, visitors and/or colleagues
  + remain calm when confronted with or responding to pressure situations

- **I am committed to my colleagues:**
  + treat colleagues with dignity, respect and compassion; value and respect differences in background, experience, culture, religion, and ethnicity
  + contribute to my work group in positive ways and continuously support the efforts of others
  + view all colleagues as equally important members of the VUMC team, regardless of job, role or title
  + promote interdepartmental cooperation
  + recognize and encourage positive behaviors
  + provide private constructive feedback for inappropriate behaviors