



2018 COMMUNITY STREET FESTIVAL VENDOR APPLICATION

Providence Missionary Baptist Church is sponsoring a Community Street Festival. We would like to include your company in what promises to be a successful venture for all.

The event will be held at Providence Missionary Baptist Church, October 13, 2018 (*with a rain date of October 27, 2018*), from 12:00 noon until 4:00 p.m. Please read and complete the following application if you would like to be considered for participation.

CHECK LIST:

- ✓ VENDOR APPLICATION
- ✓ VENDOR REGULATIONS
- ✓ PAYMENT IN FULL FOR THE EVENT

Please make sure all of the information above is included with your application. Missing documents will delay your acceptance as a vendor during the “PMBC Street Festival”.

Please make sure you keep copies of all documents for your records, no copies or originals will be returned. Your application can be returned either in person or by email. Applications can be submitted in person to:

Providence Missionary Baptist Church
2295 Benjamin E. Mays Dr., SW
Atlanta, Georgia 30311

Or they can be emailed to mainattractionevents@yahoo.com

The following stipulations, rules and regulations are required. There will be no power provided by this facility because the table will be located outside the church. All table setups are the responsibility of the vendor. The facility will not provide vendor tables for the event.

Vendor will not be reimbursed for Vendor Space Fee or any product they have purchased for the event. IT IS VENDORS RESPONSIBILITY TO SECURE CORDS.

Any questions should be sent by E-mail to mainattractionevents@yahoo.com.



VENDOR REGULATIONS

NO VENDOR IS ALLOWED AT THE EVENT UNLESS THEY HAVE FILLED OUT THE APPLICATION PACKAGE AND HAS BEEN CONTACTED BY THE EVENT MANAGER.

Each Vendor must initial each line to acknowledge the rules of the show:

1. ___ All vendor booths must be reserved in advance. No booth will be held without the full payment required. Assignment of vendor space will be at the promoter's discretion and the vendor must exhibit within the space provided.
2. ___ Full payment is required to reserve space. No space will be reserved until payment is received. A vendor may cancel this agreement upon the receipt of written notification to the promoter. There will be no refunds for cancellation.
3. ___ Vendor will be notified within 10 days of receipt of the registration form of acceptance to the event. If vendor is not accepted, all fees will be refunded.
4. ___ If Vendor is not accepted due to vendor requirements, a new registration may be submitted.
5. ___ The venue will not have exterior power available during the event.
6. ___ Load-in begins at 10:00 a.m. NO VENDOR WILL BE ALLOWED TO SET UP BEFORE THIS TIME. No items may be left unattended. All vendors must remain open during the event hours. Packing will not be permitted until the event ends at 4:00 p.m.
7. ___ Vendors are required to clean-up their space after the event. Any vendor who leaves garbage in their area will be assessed a \$50.00 fine. Food Vendors must provide a trash receptacle near their booth and are responsible for keeping the trash at a minimum.
8. ___ It is recommended that vendors acquire their own general event liability insurance. Providence may require insurance as needed. The vendor agrees to hold blameless, the promoter, Providence Missionary Baptist Church, and/or its employees, officials and principals and expressly releases it from all liability from loss or damage caused to persons or property for any cause whatsoever. Vendor shall indemnify the above named parties against all liability or expenses arising out of any claim or injury, damage to any person or property, together with all costs in connection with the defense thereto, including attorney's fees.
9. ___ The promoter reserved the right to cancel the event and will notify the vendors in the event of cancellation at its discretion.

Signature

Date

Print Name



VENDOR APPLICATION

*Community Street Festival
October 13, 2018 12 noon - 4 p.m. Setup at 10:00 a.m.*

Print Name _____

Business Name _____

Address _____

City/State _____ Zip Code _____

Telephone _____ Cell _____

E-mail _____

(all correspondence will be through E-mail, unless an E-mail address is not provided)

Describe Product/Services

Describe Space Set-Up: (Past Event Photos Can Be Included w/ Application)

I will provide electricity for my Booth?

Yes No

FEES

All Vendors: \$50.00 per 10X10 space (If more space is needed an additional fee will be assessed.)

of Spaces Requested _____

Payment may be made by cash or check.

*Make Checks Payable to
Providence Missionary Baptist Church
2295 Benjamin E. Mays Dr., SW
Atlanta, Georgia 30311*

For office use only:

Date Entered: _____ Cash _____ Check w/ # _____

E-mail Sent with invoice (date) _____ Mailed receipt (date) _____

Accepted: Y N

*2295 Benjamin E. Mays Dr., SW
Atlanta, Georgia 30311
404-752-6869*