

## VENDOR APPLICATION

\_\_\_\_\_  
Name of Business, Organization or Group

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Craft/Merchandise Vendor Type of Sales Item(s)

\_\_\_\_\_  
Food Vendor/Type of Food(s)

**Booth Space: \$150 for 12 x 12, \$50 for additional space**

**Type of Setup: Tent or Trailer (please circle one)**

**Number of Spaces:** \_\_\_\_\_

**Total Fee:** \_\_\_\_\_

**I acknowledge that I have read and understand the Information and Regulations Form.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Make checks payable to: ASU Foundation**

**Mail to:** Albany State University  
Attn: Office of Alumni Affairs  
504 College Drive, Albany, GA 31705

**For Office Use Only**

Date Received: \_\_\_\_\_

Check/MO #: \_\_\_\_\_

Cash Receipt #: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

<b>Event Date</b>	<b>Friday, October 13, 2017</b>
<b>Event Hours</b>	<b>8:00 p.m. - Midnight</b>
<b>Event Place</b>	<b>100 block of Pine Ave.</b>
<b>Booth Space Fee</b>	<b>\$150 for 12x12 space, \$50 for additional space Non-Profit fee: \$100 for 12 x 12 space, \$50 for additional space</b>
<b>Set Up Hours</b>	<b>Friday, October 13<sup>th</sup> Food Vendors setup: 5:00 pm – 6:00 pm Non-Food Vendors Setup: 6:00 pm – 7:00 pm If you do not setup during the allotted times, you will not participate in the event. No refunds will be issued!</b>
<b>Check In Location</b>	<b>100 block of North Front Street (Broad Entrance)</b>
<b>Deadline</b>	<b>Friday, October 6, 2017</b>

### Information & Regulations:

**PRODUCTS:** All products must be clearly marked with the sale price. Please provide products that cover a variety of price ranges to reach a variety of customers. **There will be a limited number of duplicate vendors. Return your application as soon as possible. Organizers reserve rights to choose the type of vendors and who will be allowed to participate.**

**OPERATION SCHEDULE:** Vendor must setup on **Friday, October 13<sup>th</sup> during setup hours. All vendors must be at the check-in location, 100 block of North Front Street (Broad Entrance), to receive their placement and each vendor will be guided to their spot.** Sales hours are from 8:00 pm until Midnight. All vendors must break down at 12:30 am, Saturday, October 14<sup>th</sup>.

**FEES:** The **vendor fee** is **\$150.00 for a 12x12** booth space and **\$50.00** for an additional space. **Non-profit organizations that are not fundraising or selling goods may participate at no charge. Non-profit selling goods or fundraising the fee is \$100.00 for a booth space and \$50.00 for an additional space.**  
**All vendor fees are non-refundable.** (No refunds will be given due to weather or unforeseen incidents.) We consider your entry fee and application as a commitment to our event. There is no guarantee on the amount of sales at the event.)

**APPLICATION:** Application form, entry fee, vendors who provide food and interactive play may be required to provide proof of insurance, and photographs/brochure must be received no later than **Friday, October 6, 2017.** Incomplete entries will not be accepted.

**EQUIPMENT:** All vendors must provide their own tables, chairs, displays, extension cords, generators and tents.

**VENDOR SPACES:** No part of the vendor display, including trailers, may extend past the space provided. **If you extend past the initial vendor space, you will be charged for an additional space, if available.**

**FOOD SERVICE PERMITS:** All food vendors must secure a Temporary Food Service Permit at least **14 business days** prior to the event date from the **Dougherty County Environmental Health Department**. A valid permit is required before serving food to the public.

**240 Pine Avenue, Suite 360, Albany, GA 31702**

**Phone: 229.438.3943**

**Additional fees apply for applications submitted less than 14 days in advance.**

**SECURITY:** Security will be provided beginning **October 13<sup>th</sup> 4 pm until the event closes**; however each vendor is responsible for monitoring of products and funds.

**PARKING:** **No vehicles will be allowed in the sales area!** All vehicles must be moved to the designated parking area.

**CLEAN UP:** **Each vendor is responsible for the cleanup of his or her exhibit space.** All areas found in an unsatisfactory manner will be assessed an additional **\$50.00 charge**. **No dumping of waste such as water, cooking oil, etc. is allowed on grounds. Violation could result in closure of booth and forfeiture of fees paid.**

**HOLD HARMLESS CLAUSE:** Vendors agree and covenants to indemnify, defend and hold harmless the Albany Convention & Visitors Bureau, Dougherty County Commission, City of Albany, Albany Area Chamber of Commerce, its Board of Directors, Albany State University, the Board of Regents of the University System of Georgia (BOR) officials, volunteers, employees and agents from and against any and all liabilities, claims, suits, and causes of action of whatever nature or type (including but not limited to causes of action based upon tort, strict liability or otherwise) and all attorney fees, costs and expenses incidental thereto, which may arise or in any way be connected directly or indirectly with the vendor's participation in the celebration. This indemnification is absolute, personal to the vendor, and is not limited by the insurance coverage. No offensive, racial or drug related products/merchandise can be displayed, sold or distributed. **It is illegal to sell any items bearing the Albany State University logos or symbols without prior approval from University officials. Approval is required and obtained through Ms. Gwendolyn Heard in the Office of ASU Facilities Management. She can be reached at (229) 430-4703.** This will be monitored and any objectionable merchandise will be removed from booths immediately. Failure to comply will result in immediate closure of booth.

For more information, please contact Cassandra Mathis at 229.430.4659 or via email [cassandra.mathis@asurams.edu](mailto:cassandra.mathis@asurams.edu).