



**Vendor Marketplace Contract & Guidelines**

Vendor Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

(Note: The Vendor Name will be listed on any WomenSource promotional materials and programs that may be distributed for the event. Please print legibly.)

**Brief Description of Merchandise for Booth:** (e.g., Handbags, Belts, Jewelry, Clothing, Shoes, Etc.)

**Booth Information:** All booths are the same price: \$150 each. All booth areas are approximately the same size and will consist of one approx. 6 ft. rectangular table and two chairs. Booths will be assigned on a first come, first served basis depending on when the signed contract and payment is received. You may purchase more than one booth if needed so long as such space is available. Please indicate the number of booths desired. You will be contacted prior to the event and given your assigned booth number(s). Purchase of a booth includes 2 vendor badges which will serve as your tickets for the event, a table, and two chairs. If more than 2 persons will be attending and working at a booth, vendors must purchase additional tickets to the Power of the Purse.

<b># of Booths Desired:</b>	<b>***PAYMENT INFORMATION***</b>	
	# of booths ____ x \$150 = _____ # of Additional Tickets ____ x \$75 = _____ Total amount to be paid = _____	
	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> Check (Made payable to WomenSource, Inc.)	Name on Card: _____ Acct.# _____ Exp. Date: _____ Security Code: _____

My signature below authorizes WomenSource, Inc. to charge the booth fee and any additional tickets, as indicated above, to the listed credit card upon receipt of this signed contract.

As a vendor, I agree to the terms stated in the Guidelines (page 2 of document) and accept and assume full liability for any injury or loss to me, my property, and/or my employees/representatives at any time or from any cause while on the premises of the Chattahoochee Country Club for this event. Acceptance of this contract hereby relieves WomenSource, Inc. of any and all responsibility from participation in this event.

Applicant's Name (Please print): \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\*For WomenSource office use only\*\*\***

Date Received: \_\_\_\_\_ Reviewed By: \_\_\_\_\_ Booth # Assigned: \_\_\_\_\_

**EVENT INFORMATION:**

The 9<sup>th</sup> Annual Power of the Purse is being held at the Chattahoochee Country Club. The event begins at 5:30 pm and the buffet meal will be available beginning at that time. Tickets are \$75 per person to attend. Attendees will be required to check-in prior to entering event. After checking-in, attendees will be able to shop the Vendor Marketplace, purchase drinks at the cash bar, and mingle with friends before the program and fashion show portion of the evening begins at 7:00 pm. Attendees will enter the event through the area, where vendor booths will be located.

**BOOTH SPACE, PAYMENT AND CONTRACT:**

All booths are the same price: \$150 each.

The booths will be assigned as per page 1 of this document. The booth area consists of: one approx. 6 ft. table and two chairs. Display racks or other such display pieces may be used so long as such items fit either on the table top or in the area just behind the table provided. Refunds for booth space will not be given unless written cancellation is submitted on or before August 19, 2016. Any booth contracts entered into after August 19, 2016 will be non-refundable.

Purchase of a booth includes two vendor badges which will provide entrance to the event for two people. **If more than two people attend and work at your booth, they must purchase additional tickets at \$75/person.**

**PLEASE BE SURE TO FILL OUT YOUR APPLICATION IN ITS ENTIRETY!**

Incomplete contracts or contracts submitted without the required booth fee will not be processed and as indicated, booths are assigned on a first come, first served basis.

If for any reason, it should become necessary to cancel this event, this agreement shall be terminated and applicant waives any claim for damages and the booth rental fee of \$150 will be refunded.

**MOVE IN & MOVE OUT SCHEDULE:**

Vendors should move in during the following times on Tuesday, September 13, 2016: 12:00 noon to 4:30 pm and **must be in place, completely set up by 5:00 pm.**

Vendors must move all items out of the facility immediately following the adjournment of the event which is expected to be prior to 9:00 pm.

**As previously stated, it is the sole responsibility of the vendor to safeguard vendor's merchandise at the booth. WomenSource recommends that your booth should be manned during the entire event.**

**SECURITY:**

WomenSource assumes no responsibility for loss or damage by any cause. Vendors are again reminded that this is an open booth event and it is the Vendors'

responsibility for the safeguarding of their merchandise.

**VENDOR REGULATIONS:**

- 1-The Chattahoochee Country Club is a smoke free environment.
- 2-Any promotional signage must be confined to the rented booth space.
- 3-Soliciting in the common area in front of, beside, and/or behind vendor's booth space is not permitted.
- 4-Your booth must be manned during the entire event.
- 5-Vendors are required to pay their own sales tax.
- 6-Sharing a booth must be pre-approved by the Power of the Purse Committee.
- 7-Vendors agree to observe all rules of the Chattahoochee Country Club.

**VENDOR BADGES:**

Each vendor will be provided a maximum of two (2) identification badges per booth. If you need more than two badges, for additional people at your booth, they must purchase additional tickets at \$75/person. Vendor badges must be worn at all times for identification purposes.

**VENDOR PARKING:**

Vendors may unload in the parking area in front of the Chattahoochee Country Club as permitted by the CCC; however, as soon as Vendor has unloaded the items for the booth, Vendor shall move the vehicles used to bring the items for the booth to the designated parking area pointed out to Vendor at the event. WomenSource and Vendors have an interest in making parking as accessible for attendees as possible. Vendors may again move vehicles to the parking area in front of the CCC to remove items from booth after attendees have departed.

**QUESTIONS?**

Vendor should direct all questions and send any written communication to:

WomenSource  
P.O. Box 684, Gainesville, GA 30503  
Phone: 770.503.9060  
Email: [POP@womensource.info](mailto:POP@womensource.info)

**\*IMPORTANT ACKNOWLEDGEMENT\***: THE VENDOR, BY EXECUTING THE VENDOR CONTRACT FOR WOMENSOURCE'S 9TH ANNUAL POWER OF THE PURSE EVENT, AGREES TO THE TERMS CONTAINED AND SET FORTH IN THIS DOCUMENT (CONTRACT AND GUIDELINES).

**Thank you for your participation in the 8th Annual Power of the Purse event!  
WomenSource is excited to provide this opportunity for vendors to participate in the Vendor Marketplace again this year.  
We look forward to a successful event for all!**