



MARKET EXHIBIT APPLICATION

Sweet Auburn Music Fest



PLEASE BE SURE TO READ THE ENTIRE MARKET AGREEMENT FOR RULES & RESTRICTIONS.

Name of Company: _____

Mailing Address: _____

Contact Person: _____ Best text to Phone #: (_____) _____

Alternate Phone: _____ Office #: (_____) _____

E Mail Address: _____ Web Site: _____

Space Size	Check All That Applies	Booth Rate (Includes Both Days)	Additional Footage	Cost Per Additional Foot	Total Amount Due
Corporate Exhibiting (Prime Location in festival) (10' X 20')		\$5,995.00		\$595.00	
Corporate In-Kind Donations				List of items of donations on items list form	
Food Category I (10' across x 15' back)		\$950.00		x (\$95 each addition ft)	
<i>Food I Corner Spot:</i> <i>Beside Corner Spot:</i>		\$250 Extra \$200 Extra			
<i>Food Category I & Food Trailers</i> <i>Additional Fire Marshall Fee</i>					\$20.00
Food Category II (10' x 10')		\$700.00		x (\$70 each addition ft)	
<i>Food II & Merchant Corner Spot:</i>		\$175 Extra			
Merchandise (10' x 10')		\$650.00		x (\$65 each addition ft)	
Food Trailers: Total length including hitch		Call for Pricing		x (\$95 each addition ft)	
<i>Example Food Category I:</i> <i>\$950 + 5 feet x \$95 (each additional feet) + \$20 (Marshall Fee) = \$950 + \$475 + 20 = \$1,445</i>				Total Due:	

OTHER ITEMS:

ELECTRICITY: Please note that The S.A.M.F./ FCE Entertainment does not provide electricity. Each vendor, including corporate, is responsible for their own generators.

The S.A.M.F./ FCE Entertainment only provides exhibit space. Vendors, including corporate **MUST SUPPLY THEIR OWN COMPLETE SET-UP.** Tables, chairs, tent and electricity or generator, etc. **Each set up must include tent.**

NOTE:

1. Market Exhibitors are prohibited from selling or giving away food and beverages (including water).
2. **NO SODA, WATER OR ALCOHOL SALES PERMITTED.** LEMONADE & TEA ONLY FOR DESIGNATED VENDORS.
3. **The following items cannot be sold at the Sweet Auburn Music Fest.**
 - a. **ANY ITEM** with any part of the name Sweet Auburn Music Fest
 - b. **ANY T-SHIRTS** with the following: any part of the words Sweet Auburn Music Fest, Radio One or any symbols or logos of SAMF.

ITEM SUBMISSION

List all item to be considered. Merchant Exhibitors **are not permitted** to sell beverage items.

Please fill out your **top eight** menu choices below. Due to the potential for duplication, not all menu items may be selected. Vendors **will be selected** based upon menu items described. Vendors may only sell/ display items agreed on by Sweet Auburn Music Fest (SAMF) and FCE Entertainment... Any changes in menu must be submitted in advance and in writing and approved by Sweet Auburn Music Fest. If you would like to submit different menus depending on the event, then attach extra sheets to this application and indicate the menu and the event you would like to be considered for.

Vendors are responsible to collect and properly bag trash within your sales location. Event staff will collect properly bagged trash from outside of your sales location. Extra fines may occur from the Event Coordinator for trash that has not been bagged properly or for exhibit area looking unclean.

	Item Description	Retail Sale Price	Notes:
1			
2			
3			
4			
5			
6			
7			
8			

Note: Food Spaces Are Limited

If needed, list additional products in detail and attach. **(50% Deposit secures Space; Total Payment secures Exact Location)**

All Food vendors **MUST** provide a ground cover. **NO GROUND COVER, NO SET-UP.** All grease **MUST** be properly disposed of in barrels provided or vendor will be immediately ejected from event. **ALL** Food vendors **MUST** be screened in properly and have necessary supplies as required by Fulton County Health Department.

Signs/Banners/Cart materials must be made of a flame-retardant material and proof of such fire-retardant rating shall be made available to the city and state Fire Marshal upon request. Failure to have such fire retardant rating information available could result in the immediate closure of the vendor’s operation until such information is satisfactorily provided.

Any losses or damages by vendor are hereby waived against FCE Entertainment, City of Atlanta, Radio One and its employees

Refunds- No refunds will be given for any cancellation whether caused by Exhibitor, F.C.E. Entertainment or its Affiliates and Partners. Organizer reserves the right to give credits toward a future event.

INSURANCE: Each FOOD exhibitor/ vendor should have current \$1,000,000.00 liability insurance. FCE Entertainment and the City of Atlanta must be added as additional Insured upon acceptance. Food Exhibitors must have their insurance permits submitted no later than sixty (60) days prior to the event date.

Acknowledge that I have received, read and understood the preliminary information contained in this application and agree to its terms and provisions. I understand and agree that the submission of this application **is not** a guarantee of an invitation to participate as a vendor at any festival managed by FCE Entertainment. The information provided in this application is true and correct at the time of submission to FCE Entertainment, and I understand any invitation to participate may be revoked in the event of any failure to truthfully or accurately answer the questions contained here-in. I understand that the preliminary terms contained in this agreement are subject to change at any time and could change after the execution of the final contract and I agree to cooperate and abide by those terms in advance or be subject to the revocation of the invitation at which time I may or may not be eligible for some refund, pro-rated refund or credit for a future event managed by FCE Entertainment.

Food Category II: Prepackaged items, food insurance not required.

NO CHECKS WILL BE ACCEPTED: Money Order or Cashier’s Check

Make payable to: F.C.E. Entertainment | Mail to: Fatimah Muhammad | P.O. Box #3196 | Atlanta, GA 30302

Deadline: A 25% surcharge will apply to applications submitted after the deadline.

Acceptance- At the time of your application submittal, all monies are due including festival fee, security deposit, and any applicable health department fees.

I _____ as authorized representative of _____
Print Name **Business Name**

Owner or Authorized Signature Date: _____

LOCATION: 320 Irwin Street NW | Atlanta, GA 30312

MARKET HOURS: Friday: TO BE DETERMINED
Saturday: 11:00 am - 8:00 pm
Sunday: 11:00 am – 8:00 pm

In House Only: Date received: _____ Amount Received: \$ _____
Initials of receiver: _____ Form of payment: _____
Money Order / Cashier Check #: _____