



EmpowerHer ABWA Chapter Orangeburg, SC

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2nd Annual

SMALL BUSINESS SATURDAY - HOLIDAY BAZAAR 11-30-19

SHOP, SIP & SAVOR: VENDOR/SPONSOR REGISTRATION

Business/Organization Name: _____ Referred By: _____

Contact person: _____ Title: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: Day: _____ Evening: _____ Cell: _____

Fax: _____ Email: _____

Website Address: _____

Vendor Type: Retail Artist Author Organization Service Other

Food Vendor: Restaurant Caterer Private Chef Food Truck

Briefly describe products and/or services you plan to showcase/sell:

Vendor Space: Door Prize Sponsor ABWA Member - \$75.00 Non-Member - \$100.00
 Food/Beverage/Food Truck \$75.00 Orangeburg City Day License - \$25.00 **(Void if you have a license)**

Forms of payment: Cash, Check, Credit/Debit Card, Cash App (**\$EmpowerHerABWA - Include Name**)

Payable to: EmpowerHer ABWA Chapter **Note: Personal checks are not accepted within 14 days of event.**

Statement of Release and Wavier of Liability – Must be signed by qualified individual.

The undersigned agrees to provide table covers, all equipment and supplies for their exhibit. Event Sponsor will provide space, table, chairs, waste bin and basic electricity for the exhibit area only. Each vendor is to provide an attractive display, free from hazardous materials and conditions. Each vendor with an attendant must be present at your table at all times. Sponsor has the right to refuse any application for any reason. Undersigned takes full responsibility for its exhibit, staff and specifically agrees to release and hold harmless EmpowerHer ABWA Chapter its subsidiaries, affiliates, property owners, members and employees for any claims, demands, illness, actions, proceedings, judgments, losses, damages, theft, counsel fees, payments, expenses and liabilities whatsoever which the undersigned and/or exhibit staff incurs by reason of participation in the event.

I, the undersigned have read, understand and agree to the above:

Print: _____ Signature: _____ Date: _____

Advertising/Promotions: Event is **FREE** to the public and vendors are welcome to promote event unless otherwise notified. Vendors are responsible for any additional promotions for a successful showcase. Ex: personal invitations and calls, emails, flyers, social media, website etc.

Event Time: **Advertised Date and Time: Saturday, November 30, 2019 from 9:00am – 3:00pm.**
Registration: Includes Vendor Space and Advertisement. Non-refundable registration fee per event. Vendors are accepted on a First come, First Served basis. Payment reserves space.

Location: **The Garden Room, 1190 Orangeburg Circle, SC 29115**

Application: Please complete and return with payment to secure your vendor space. Fee must be submitted with application to reserve space. **Personal checks are not accepted within 14 days of event.**

Event Sponsor: Will provide 1 table, 1-2 chairs, waste bin and nominal basic electricity in the venue.
The venue is a non-smoking facility. Smoking is only allowed on the outside grounds.

Set Up: 6:30AM – 8:30AM (**Set-up should be complete no later than 8:30AM**).
To gain entrance for set up, come to the venue. Each vendor has a designated location. Vendors are asked to display within your allocated space(s).

All loading and unloading is to be done through the appropriate entrance only. Please do not block the drive way for any reason. Once unloaded please immediately move your vehicle and park in the designated area. This will allow all vendors prompt access.

Each vendor is responsible for table covers, all equipment, power extension cords, decorations, signage and supplies for his/her exhibit. Vendor is responsible for keeping their space organized and clean. Please place all boxes under your table.

Breakdown: Breakdown should begin at 3:00PM or once you have finished with your clients after the event. All vendor items must be removed from the premises on the day of the event. Empty All trash must be discarded and return table and chairs to appropriate places.

Food/Drink: Outside food or drink is not allowed during the event. Food and drink is allowed if you are an approved food/beverage vendor or sponsor.

Food Vendor: Food vendor must provide all supplies such as warming and serving utensils ex. Plates, napkins, forks, cups and ice for beverages etc.

City of Orangeburg Vendor Application & Fee: City Fee is **NOT** included. If the vendor does not have a City of Orangeburg Business License the application must be completed and a \$25.00 Fee.

Sponsor: Sponsor will receive recognition within membership, at event, chapter website and social media page.

Sales: 100% of all merchandise sales is retained by the vendor. Unless otherwise agreed upon.

Drawing Prize: All vendors are encouraged to donate a gift for the door prizes.

I, the undersigned have read, understand and agree to the above:

Print: _____ **Signature:** _____ **Date:** _____