



SMALL BUSINESS SATURDAY / COBE VENDOR REGISTRATION FORM

NOVEMBER 30, 2019

CHOOSE FROM ONE OF 2 FAYETTEVILLE PARKS AND REC SITES

EMAIL THIS FORM TO: createdopportunities360@gmail.com

REGISTRATION FEE DUE NOVEMBER 15, 2019

PARKS AND REC VENDOR BOOTHS \$100.00

****SPECIAL: FIRST 8 VENDORS AT EACH SITE ONLY PAYS \$75****

*Only One table per business * One direct sales company per site

All businesses must be pre-approved • First Come/First Served Basis

Don't Wait • Pay Early • Get Best Spot

For More Details, call Carol Knight at (910) 978-7849

Business Name/Organization		Type of Products/Services Sold	
Contact Person		Do you need electricity? Limited availability _____ (Upon approval, bring your own extension cord)	
Address	City	State	Zip
Telephone Number(s)	Email Address	Facebook Name/Business Name	Instagram Name

1) SELECT PARKS AND REC CENTER SITE THAT YOU WOULD LIKE TO VENDOR:

- College Lakes – 4945 Rosehill Road, Fayetteville, NC 28311
- Kiwanis – 352 Devers Street, Fayetteville, NC 28303

TOTAL: _____



2) I WANT TO ADVERTISE MY BUSINESS IN THE SMALL BUSINESS SATURDAY /COBE PAMPHLET (Going out to customers & Fayetteville)

You are responsible for submitting your own graphics by October 21. Let us know if you need an advertisement or business cards.

- Full Page (5" By 7") \$ 50.00
- Half Page (5" By 3.5") \$ 25.00
- Quarter Page (2.5" by 3:5") \$ 15.00
- Business Card/Coupon (2" by 3") \$ 12.00

Email your graphics to: createdopportunities360@gmail.com

TOTAL: _____

3) I want to participate in COBE'S SWAG BAG GIVEAWAY for \$10.00. I will contribute my business card or product in a min. of 100 bags.

TOTAL: _____

GRAND TOTAL: _____

4) I want to participate in COBE'S FREE BUSINESS PREP WORKSHOP at 351 Wagoner Drive, Fayetteville, NC 28303. This Workshop will prepare business owners with marketing strategies and customer service tips to help grow their business and have a more successful event.

SELECT THE BEST TIME FOR YOU TO ATTEND:

- ___ Friday, November 15, 2019 at 12 NOON – 1:00 PM OR
- ___ Friday, November 15, 2019 at 6:00 PM – 7:00 PM

5) I would like to learn more about COBE. I would like to be a COBE Sponsor I would like to volunteer with COBE.

TO REGISTER:

- Go to <https://www.ugotdreams.com/COBE> and complete Small Business Saturday / COBE Registration. Credit card fees will apply.
- Complete this form and email it to: createdopportunities360@gmail.com OR
- A Money Order with the total amount & Registration Form may be made out to Knight Consulting, LLC and mailed to: **Knight Consulting, LLC, P.O. Box 8183 , Fayetteville, NC 28311**
- It is our pleasure to serve you. Please call Carol Knight, Knight Consulting, LLC if you have any questions at (910) 978-7849

VENDOR RULES & INFORMATION:

ALL BUSINESSES MUST BE PRE-APPROVED! * DIRECT SALES COMPANY ARE EXCLUSIVE AND ONE PER SITE—ON A FIRST COME/FIRST SERVE BASIS. * ALL BUSINESSES MUST PARTAKE IN ADVERTISING THIS EVENT BY EMAIL/SOCIAL MEDIA SITES.

- **THERE ARE NO REFUNDS ON REGISTRATION FEES AND NO SHOWS. THERE WILL BE NO SWITCHING SITES.**
- Vendors are responsible for cleaning up their booth area. All tables must be kept clean and free of trash, beverage cans/bottles and food throughout the day.
- Vendors may not share space. Only one business/organization may use each space. (Ask: Exceptions apply).
- **THIS IS A FAMILY FRIENDLY ENVIRONMENT! ABSOLUTELY NO SEXUAL SUGGESTED MERCHANDISE, TOYS OR OF THE SUCH WILL BE ALLOW TO BE DISPLAYED OR SOLD.**
- **Vendor parking is on the side of building to allow accessible parking for shoppers in the front!**
- It is the responsibility of all exhibitors to obtain all permits, insurances, licenses, etc. The event committee reserves the right to prohibit the sale of materials that may be illegal, or considered offensive to others.
- Knight Consulting, LLC, COBE or Parks and Recreation will not accept responsibility for any lost or stolen items, or for any equipment.
- One 6’ ft. table and two chairs will be provided. Feel free to bring your own tablecloth and decorations. Vendors may not set up in the walkway.
- **Vendors set up on from 9:00 AM TO 10 AM.** Vendor booths must be set up, staffed and ready to operate by 10:00 am. The event will be open to the public from **10:00 a.m. – 4:00 p.m.** and we would like to have the booths remain open this entire time. **Tear down begins at 4:00 p.m. and must be completed by 4:30 p.m.**
- **Every Vendor MUST bring a door prize for a giveaway** (Suggested value at a minimal of \$10.00)—Each business will be given the opportunity to present your prize on stage and give a 60-second elevator speech about your business to the public. Nervous about speaking in public? Relax...we will address this at our Workshop on November 15th. *It will be fun!*
- **SHOP SMALL BUSINESS SATURDAY/COBE** will be advertised throughout the city with eye-catching signs/banners, brochures, City Hall’s and various website, emails, social media, and website, as well as through local news and radio stations, newspapers, and other advertising mediums. Information will be provided for vendors to advertise about COBE.
- There will be a COBE Scavenger Hunt for the public to participate in for amazing prizes.

By signing, I understand and agree to the above rules as a vendor.

SIGNATURE: _____ DATE: _____ GRAND TOTAL: \$ _____

THANK YOU FOR YOUR PATRONAGE

FOR OFFICIAL USE ONLY

Approved: _____ Site: _____

Date: _____ Initial: _____

Notes: _____

Sponsored by:

