

# The Loc Expo

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 #: (\_\_\_\_\_) \_\_\_\_\_

Alternate Contact Person: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Web Site: \_\_\_\_\_

Event Year: \_\_\_\_\_

Space Size	Check All That Applies	Booth Rate	Additional Footage	Cost Per Additional Foot	Total Amount Due
<b>Corporate Exhibiting</b> (Prime Location in festival) (10' X 20')		<b>\$5,995.00</b>		<b>\$495.00</b>	
<b>Corporate In-Kind Donations</b>				List of items of donations on items list form	
<b>Food Category I</b> (10' across x 15' back)		<b>\$500.00</b>		<b>x (\$50. Each addition ft)</b>	
<b>All Participants pay (Outdoor Event)</b> <b>Additional Fire Marshall Fee</b>		<b>\$20.00</b>			\$20.00
<b>Food Category II</b> (10' x 10')		<b>\$300.00</b>		<b>x (\$30. each addition ft)</b>	
<b>Merchandise</b> (10' x 10')		<b>\$250.00</b>		<b>x (\$25. each addition ft)</b>	
<b>Food Trailers:</b> Total length including hitch		<b>Call for Pricing</b>		<b>x (\$50. each addition ft)</b>	
<i>Example Food Category I:</i> <b><math>\\$500 + 5 \text{ feet} \times \\$50 \text{ (each additional feet)} + \\$20 \text{ (Marshall Fee)} = \\$500 + \\$250 + 20 = \\$770</math></b>				<b>Total Due:</b>	

## OTHER ITEMS

**ELECTRICITY:** Please note that The Loc Expo / FCE Entertainment **does not** provide electricity. Each vendor, including corporate sponsors, is responsible for their own generators. (Outdoor Event)

The Loc Expo/ FCE Entertainment **only** provides exhibit space. Vendors, including corporates, **MUST SUPPLY THEIR OWN COMPLETE SET-UP.** Tables, chairs, tent and electricity or generator, etc. **Each set up MUST include tent.**

## NOTE:

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

## **ITEM SUBMISSION:**

List all items 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 the menu items described. Vendors may only sell/ display items agreed on by The Loc Expo and FCE Entertainment. Any changes in the menu must be submitted in advance and in writing and approved by The Loc Expo. 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 for collecting 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 the exhibit area looking unclean.

### **Kind of Products:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Natural Hair Products | <input type="checkbox"/> Beauty & Skincare             | <input type="checkbox"/> Health & Wellness       |
| <input type="checkbox"/> Apparel & Accessories | <input type="checkbox"/> Art & Handmade Goods          | <input type="checkbox"/> Books/ Arts/ Literature |
| <input type="checkbox"/> Food                  | <input type="checkbox"/> Other (Please specify): _____ |  |

	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 the vendor will be immediately ejected from the event. ALL Food vendors **MUST** be screened in properly and have the necessary supplies as required by the 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. Have necessary supplies as required by Fulton County Health Department. INCLUDING fire extinguisher, hand wash area, temperature gauges.

Any losses or damages by vendors are hereby waived against FCE Entertainment, the venue, the radio participant, the sponsor and its employees.

**Refunds:**

**No refunds will be given for any cancellation whether caused by the 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.

I 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 not be eligible for any 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. **One month prior to the event date ONLY Zelle, Cash Ap, Venmo or In Person Cash Payments are acceptable.**

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

**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:

The Loudermilk Conference Center  
40 Courtland St. NE, Atlanta, Ga. 30303

EVENT HOURS:

Saturday: 11:00 am - 7:00 pm

**In House Only:** Date Received: \_\_\_\_\_ Amount Received: \$ \_\_\_\_\_

Initials Of Receiver: \_\_\_\_\_ Payment: \_\_\_ Postal Money Order \_\_\_ Cashier Check Last 4 Digits \_\_\_\_\_