

# VENDOR REGISTRATION FORM

Name of Group/Organization \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Phone \_\_\_\_\_  
 E-mail \_\_\_\_\_ Fax \_\_\_\_\_  
 Area of Interest  Health  Fitness  Service Provider  Food  Promotional  Other \_\_\_\_\_  
 Brief description of service or product to be displayed \_\_\_\_\_

This year we will focus on the Family & Community 

Place:	<b>North Florida Fairgrounds 441 Paul Russell Road Tallahassee, FL 32301</b>
Date:	<b>April 3, 2016</b>
Time:	<b>12-5 PM</b>

In lieu of paying a vendors fee we are asking all vendors to donate an item for the event drawings throughout the day

Please provide a brief description of the donated item: \_\_\_\_\_

APPLICATION DEADLINE: <b>March 27, 2016</b>	Maranatha Seventh-day Adventist Church and Ernie Sims Big H.I.T.S. Foundation have the sole right to determine the eligibility of any company, agency or product for inclusion of this event.
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FOR MORE INFORMATION CONTACT:  Natalie Word 850-459-4180 OR Alice Sims 850-668-6949	<p><b>We strive to provide the best Christian and family focused services, presenters, and performers from local churches, health, fitness and community service organizations as possible. Donations are accepted and welcomed.</b></p> Make checks payable to: Maranatha Seventh-day Adventist Church Mail payments to: Maranatha Seventh-day Adventist Church c/o 2014 Southside Community Fair P.O. Box 5706 Tallahassee, FL 32314
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**PLEASE SIGN AND COMPLETE THIS FORM TO COMPLETE YOUR REGISTRATION PROCESS.** By signing this form you agree that you will not hold Maranatha Seventh-day Adventist Church or Ernie Sims Big H.I.T.S. Foundation responsible for damage or theft of personal articles while they are on North Florida Fairgrounds property. Your items are your responsibility. You also agree to abide by all stipulations stated on the Vendor Details and Information Page.

<b>VENDOR SIGNATURE:</b>	<b>DATE:</b>
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# 2016 7th Annual Southside Community Fair

# Vendor Details and Information

The Vendor Registration form is an agreement (subject to additional terms and conditions below) that is complete and binding when signed by the exhibiting company/agency. Under no circumstances will a Vendor be permitted to exhibit without submitting a vendor registration form.

- (1) **VENDOR INFORMATION:** All registered vendors are encouraged to contact the coordinators of this event if additional information is needed.
- (2) **VENDOR BOOTH SPECIFICATIONS AND ACCOMMODATIONS:**
  - One (1) 8' table
  - Table coverings and skirting **will not be provided**
  - Two (2) chairs will be provided for each booth
  - All spaces will be assigned by event personnel
  - **Electrical or extension cords will not be provided. Please let us know if you need to be near an electrical outlet.**
  - One (1) copy of the program for both buildings
  - One (1) Vendor location map
  - Volunteers will be available to assist with setup and breakdown
- (3) **PAYMENT:** All tax deductible donations are preferred to be received by March 27th, 2016 or the day of event. Please note: All donations are Tax Deductible.
- (4) **ADA REQUIREMENTS:** Any Vendor who has special needs/requests, please notify the event coordinators prior to the day of the event.
- (5) **USE OF SPACE:** Event coordinators reserve the right to reject or prohibit, at any time, any Vendor exhibit or part of an exhibit that is not suitable to and in keeping with the character of the event, which is to provide an opportunity for a business to be tastefully and reasonably showcased. Demonstrations and distribution of promotional materials must be confined to the limits of the Vendor's space, unless otherwise approved by event coordinators. **Please follow the Good Neighbor Rule as it pertains to noise and line of sight.**
- (6) **SETUP AND TEAR DOWN:**

	<u>Date(s)</u>	<u>Time(s)</u>
<u>Setup:</u>	Saturday, April 2, 2016	8:00 p.m. – 11:00 p.m.
	Sunday, April 3, 2016	9:00 a.m. – 11:00 a.m.
<u>Exhibit Time:</u>	Sunday, April 3, 2016	12:00 Noon – 5:00 p.m.
<u>Breakdown:</u>	Sunday, April 3, 2016	5:00 p.m. – 7:00 p.m.

- (7) **CANCELLATION:** In case of war, fire, strike, government regulation, public catastrophe, act of God or the public enemy, or other causes beyond the control of Maranatha Seventh-day Adventist Church or Ernie Sims Big H.I.T.S. Foundation, the event or any part thereof is prevented from being held or cancelled, or the exhibit space becomes unavailable, Maranatha Seventh-day Adventist Church or Ernie Sims Big H.I.T.S. Foundation, shall determine when the event will be rescheduled. Maranatha Seventh-day Adventist Church or Ernie Sims Big H.I.T.S. Foundation shall have no further liability to the Vendor.

- (8) COMMITMENT:** Maranatha Seventh-day Adventist Church and Ernie Sims Big H.I.T.S. Foundation will make every effort to make sure Vendor needs are met. We have no control over who comes or does not come to this event and, therefore, cannot commit to something we have no control over.
- (9) FIRE, SAFETY AND SECURITY:** Vendors must comply with all local fire regulations. No open flames of any kind will be permitted without prior notification and permission. Electrical wiring will be denied if materials or electrical equipment is substandard to North Florida Fairground requirements.
- (10) HOLD HARMLESS:** The Vendor agrees to hold harmless and does indemnify Maranatha Seventh-day Adventist Church, Ernie Sims Big H.I.T.S. Foundation and the North Florida Fairgrounds from any and all liability, claims, costs, or losses arising out of this event, including but not limited to, claims from suppliers or persons attending this event.

I hereby certify that I have read, understand, and accept the above rules and regulations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Printed Name: \_\_\_\_\_

**If you would like to be a sponsor, give a donation, or have any questions, please contact Natalie Word at (850) 459-4180 or Alice Sims at (850) 668-6949.**

**PLEASE FAX FORM TO 850-878-0326  
OR E-MAIL TO NWORD2545@GMAIL.COM**