



2020 Reunion Workshop

Event Information Guide/Vendor Registration Form

Event Information: Thank you for your interest in our Reunion Workshop. Our goal is to make this a valuable and useful day for everyone! We want to ensure everyone has a great experience, as well as showcase the best companies that offer reunion needs and supplies. All vendors will be emailed the Reunion attendance after the Workshop. Please contact us directly with further questions at rosados@douglasvillega.gov.

EVENT TIMELINE

Registration forms and payment must be received no later than August 14, 2020.

Due to limited available space, registration may close prior to August 14, 2020.

Please sign where indicated below and initial the Vendor Guidelines page and return to:

Douglasville Convention & Visitors Bureau

12385 Veterans Memorial Hwy.

Douglasville, GA 30134

Attn: Samantha Rosado

Email: rosados@douglasvillega.gov

Phone: 678.449.3096

Date: Saturday, September 19, 2020

Workshop Location:

Hunter Park
Ike Owings Community Center
8830 Gurley Road
Douglasville, GA 30134

Time: 10 AM to 12 PM

The facility will be open at
8:30 AM for set up.
Breakdown begins at 12 PM.

Your Space: Within your space you are not allowed to advertise merchandise or materials from or for another company.

Electricity: Electricity can be provided on a first come, first serve basis.

Tables and Table Linens: You must provide your own table linen. All vendors will be provided with a 6ft table and 2 chairs.



DOUGLASVILLE

--- GEORGIA ---

2020 Reunion Workshop

Business _____

Contact Name _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

Website _____

Business Category _____

Vendor Exhibit (19 available)— \$50

Please select if needed:

Electricity (first come, first serve basis)

Size of Space: *Your space includes (1) 6 ft. table. and 2 chairs*

Door Prize:

Please briefly describe your door prize on the line below. *All Door Prizes must have a minimum value of \$25.00. It must be for a good/service and not a percent off.:*

Payment Information:

Select Payment Method:

Check Money Order Visa MasterCard American Express

Check enclosed: Checks payable to: **City of Douglasville**

Name on Credit Card _____

Credit Card Number _____

Amount _____

Expiration _____ CVV (3 Digit number on back of the Card) _____

Note: A convenience fee of 2.50% or \$2.00 (whichever is greater) will be passed onto the Cardholder for using this service.

Cardholder Printed Name _____

Cardholder Signature _____



Please email your logo to rosados@douglasvillega.gov. No Later than Friday, August 14, 2020. Type **Reunion Workshop** in the subject line. Emailing your logo later may result in your logo being left off of the power point presentation which will be scrolling throughout the event.

How did you hear about this event?

Exhibitor Guidelines

1. Payment must be received by **August 14, 2020**.
2. Information supplied on the registration form will be used on the vendor list. If you are a home based business, please denote that on the Registration Form so your address will be left out of the Vendor List sent to the attendees.
3. Due to limited available space, we reserve the right to limit the number of vendors in each category. Space will be given on a first come, first serve basis.
 - Vendors within the same category will not be located near one another.
4. All vendors are required to bring a door prize. The Door Prizes must have a minimum value of \$25. *Door Prizes must be a product/service*. **You must fill out the prize section of this registration form**. It is your responsibility to bring the prize on September 19, 2020. Hold onto the prize and the winner will visit your table to retrieve it, or, if not present, you will receive notification of who won so that you may contact them directly.
5. Any and all damages to the facility that is specific to a vendor are at the expense of that vendor.
 - All decorations, sound/electrical equipment (bring your own extension cord) or supplies must be provided by the vendor. It is advised to bring your own cart to assist with loading/unloading your vehicle.
 - All Reunion vendors and their employees must confine their activities to their vendor space. Handouts (including literature, souvenir items and promotional materials) may be distributed only from your display space – not from the aisle. **All vendors must limit noise level to an acceptable level**.

PAYMENT: Registration forms & full payment of Booth space must be received by the Douglasville Convention & Visitors Bureau by August 14, 2020.

1. VENDOR SPACE WILL NOT BE RESERVED WITHOUT PAYMENT.
2. Due to limited space, there are no refunds for cancellations.
3. It is the responsibility of the vendor to provide all artwork for print materials by the deadline. Any items received after the deadline may lose their place in the promotional materials. There will be no refunds for failure to provide requested artwork.



Workshop Hours:

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1. The hours are 10 AM to 12 PM and all booths must be staffed the entire time.
2. Dismantling of displays cannot commence until 12 PM on Saturday, September 19, 2020.
3. Dismantling booths prior to the close of the show may be the cause to preclude participation in future Douglasville Convention & Visitors Bureau events.

Cancellations:

Due to limited space, we cannot offer refunds.

Reunion Leads: A list of leads generated by event registration will be emailed to each vendor in attendance in an Excel spreadsheet at no additional cost.

Load in/Load out: You may begin loading in your items at 8:30 AM. One vendor at a time is allowed to park their vehicle in front of the Ike Owings Community Center to unload/load, as quickly as possible. It is advised to bring your own cart to assist with loading/unloading your vehicle. If you have a lot of items it is suggested that you bring a second person to stay with your items while you park your vehicle. You may NOT use this area for parking.

Parking: Please use the parking provided in the front of the Ike Owings Community Center

Exhibitor Initials: _____

I hereby confirm that I have read the Vendor Guidelines above and by signing agree to abide by these guidelines.

Signature _____ **Date:** _____

If you have any questions about the workshop, please contact Samantha Rosado at 678.449.3096 or via email at rosados@douglasvillega.gov.