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# February 22, 2020

## DESIGNER PURSE BINGO

### VENDOR PACKET

#### Event Information

The Annual Designer Purse Bingo will be held in at the Edgewater Convention Center, Panama City Beach beginning at 6PM. Join us for a FUN and FABULOUS night of bingo and gorgeous designer handbags. Winners will be awarded a beautiful designer handbag valued at least \$250!! Bring your friends, family, and a good time attitude. Doors open at 6, games will commence at 7pm. Proceeds of the event are to benefit the Gulf Coast Children's Advocacy Center.

Designer Purse Bingo will draw a wide variety of attendees. We are anticipating an attendance 900 people for our venue.

#### Vendor Application Process

Attached to this informational packet is a Vendor Application. Please complete the application and return it to the listed address (or email). Once the application has been received and approved, your organization will be contacted.

Payment is due at the time of application. Deadline for vendors is February 10, but space is limited so please do not wait to get your application turned in.

#### Vendor Policies and Procedures

No Vendors will have exclusivity, other competing vendor's products and services will be allowed. The venue will not place vendors with identical products or services next to one another for the benefit of all.

**Vending Time:** The length of time an exhibitor must remain at location is, Saturday, February 22, 2020, from 5-10PM. All locations at the venue will have great traffic flow so extra fees for corner booths will not be necessary.

**Vendor Sales:** All vendor sales are limited to the space designated by the event manager for each vendor. Vendors will not be permitted to walk around the event selling merchandise or services.

**Sales Tax:** All vendors are required to pay their own sales tax from any sales made at the venue. The Department of Revenue will provide an envelope for the vendors to document and pay their sales taxes.

**Change:** The Expo will not provide change to any vendor. Please make sure to bring your own change to make sure you have what is needed.

**Signage:** No signs outside of the vendor space assigned to each vendor.



**Craft and Material Vendor Area:** No water or drink sales and only pre-packaged food will be allowed for sale.

Any guideline or rule set up in this application may be changed from time to time by the Event Manager.

Name of Business: \_\_\_\_\_ Main Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Booth Requirements for Vendors:

**APPLICATION DEADLINE 2/10/2020**

**Craft and Material Vendors : An 8 foot table will be provided.**

Number of 8' table booth spaces # \_\_\_\_\_ \$50.00 each

TOTAL FEES DUE \$ \_\_\_\_\_

**Vendor items**

The following item or items will be displayed and/or sold in the Exhibitors Space(s): Please include a photo or website link of product being offered and describe in detail the type of display, presentation and items to be sold. Only items listed for sale on this application will be allowed, please be very specific. ONLY PRE-PACKAGED FOOD WILL BE ALLOWED IN THE CRAFT AND MATERIAL VENDOR AREA, NO WATER OR DRINK SALES.

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**Payment Information:**

CREDIT CARD INFORMATION:

TYPE OF CARD: Master Card \_\_\_\_\_ Visa \_\_\_\_\_

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name On Card: \_\_\_\_\_ 3 or 4 digit code \_\_\_\_\_

Card Billing Address: \_\_\_\_\_

Zip Code \_\_\_\_\_

MAKE CHECKS PAYABLE TO: Gulf Coast Children's Advocacy Center

Mail to: Gulf Coast Children's Advocacy Center, 210 East 11<sup>th</sup> Street, Panama City, FL 32401.

Payment must accompany your application



Phone: 850-872-7760 Fax: 850-872-7780

Email: lori.allen@gulfcoastcac.org

**ONCE ACCEPTED INTO DESIGNER PURSE BINGO, I AGREE:**

A. To hereby release and forever discharge the Gulf Coast Children's Advocacy Center and its officers and agents. All sponsoring organizations, and their directors, officers, employees, agents and volunteers from any responsibility, personal liability, claims, loss or damages arising out of or in conjunction with my application and participation in the Designer Purse Bingo. The Gulf Coast Children's Advocacy Center will not be responsible for any injury sustained by artists, vendors or guests while within space designated for the aforementioned, including the sale of all products or services occurring at such booth space. I agree to pay for all damages that may have been caused as a result of the operation of my booth, sale of my products or of any of my other actions at the Designer Purse Bingo. I further agree to store my products, merchandise, and/or art at my own risk without exception or limitations.

B. To comply with all representations of this application and with all of the conditions and deadline set forth in the informational letter sent me upon acceptance into the Gulf Coast Children's Advocacy Center. I further agree that if I do not comply with such representations or conditions, nor meet all requirements, I may not be allowed to operate that day of the event and I would forfeit all entry fees.

C. To leave my space as I found it, properly disposing of trash and all waste products within the components made available by Bay Banquet Hall, and removing all my equipment in a timely manner at the conclusion of the event. I agree to pay for any expenses that the Gulf Coast Children's Advocacy Center may have incurred as a result of my not fully cooperating with the event organizers. Minimum fee incurred for non-compliance is \$500.

F. To use my best efforts to present high quality products and services and to cooperate with event organizers in assuring the Designer Purse Bingo will be the best possible.

G. Should an Act of God/terrorism/Mother Nature/or Community Disaster occur; Gulf Coast Children's Advocacy Center staff will make all decisions regarding the event based on safety first. The Gulf Coast Children's Advocacy Center cannot accept the risk of disaster for everyone. Each participant and vendor needs to accept the risk of his or her entry fee. There will be NO REFUNDS. The money paid is spent developing the event. The Gulf Coast Children's Advocacy Center does not save money if you do not participate in the event. These costs include but are not limited to paying for marketing, entertainments, permits, event staff, offices and administration costs all year.

I have read, understand and will comply with all rules and regulations as outlined in this application.

Applicant's Name:

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Business Name:

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Applicant's Signature:

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Phone Number:

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