



**EVENT DATE: June 17, 2023**

**VENDOR NAME and COMPANY NAME:**

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**Address:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Description of Products/Service:**

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**Special Instructions:**

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**Rules and Instructions for Set Up**

**Full payment must be made with the submission of the application by 12PM, 2 business days before the event.**

1. Vendors must use a white 10 x 10 tent supplied by the Black Dot Cultural Center for a fee of \$50.00, unless the vendor has a branded tent. The use of a branded tent must be pre-approved by event organizers. Call Sherice Peterson at 404-957-3227 to reserve and pay for your tent.
2. Vendors tables must be properly draped, and no boxes or crates should be exposed.
3. Vendors must arrive at the event location at least 2 hours before the start of the event to set up their booths and displays, or you can arrive at 12:00 Noon. The event hours are from 4 pm to 9 pm.
4. Vendors will be assigned spaces upon arrival.
5. Vendors must maintain a clean and organized booth throughout the event. All trash and debris must be properly disposed of in designated areas.
6. Vendors must not sell any illegal or counterfeit items. Any items found to be in violation of this rule will be immediately confiscated.
7. Vendors must not play music or make any noise that disturbs nearby vendors or event attendees. Any music or noise must be kept at a reasonable volume.
8. Vendors must not block or obstruct any pathways or walkways. All booths and displays must be set up in designated areas.
9. Vendors must be respectful and courteous to all event staff, attendees, and fellow vendors.
10. Vendors must adhere to all parking and traffic regulations in the event area.
11. Failure to comply with any of these rules may result in removal from the event and revocation of the vendor permit.
12. Vendors shall indemnify, defend, and hold harmless -----, its representatives, members, employees and volunteers from and against any and all liabilities, damages, losses, costs, or expenses resulting from a claim, suit, or proceeding made brought by Vendor or a third party against any planning committee member of the event arising out of or in any way connected with Vendor's participation in the event.

I, \_\_\_\_\_, the undersigned applicant, hereby certify that I have read the attached information and fully agree to abide by the rules, terms and conditions stated herein. I also agree to indemnify, defend and hold harmless, \_\_\_\_\_, including its officers, directors, employees, agents and /or volunteers, from any and all demands, claims or liability of any nature, caused by or arising out of the performance of this agreement.

This application is hereby made according to the requirements of the code of ordinances city of Stonecrest Georgia for a permit to vend in a specific place exhibiting wares and selling them in the designated time frame of the event organizer. I/We agree to conform to all regulating laws, ordinances, and resolutions.

Signature of Vendor

Date

**APPLICATION CHECK LIST**

In order to receive a vendor permit, the following documents must be submitted:

	\$ 100 VENDOR FEE
	COMPLETE AND SIGNED APPLICATION WITH ID PHOTO
	<b>PAYMENT CAN BE MADE ON-LINE AT</b>
	MAKE MONEY ORDERS AND CHECKS PAYABLE TO: The Black Dot Cultural Center, Inc

Upon receipt of payment your permit copy can be picked up in-person

**OFFICE USE ONLY:**

Date payment received: \_\_\_\_\_ Date approved: \_\_\_\_\_ or disapproved: \_\_\_\_\_ By Whom \_\_\_\_\_

Additional information needed: \_\_\_\_\_

Payment by Money order \_\_\_\_\_ Cash \_\_\_\_\_ Credit Card \_\_\_\_\_

Additional Notes \_\_\_\_\_

For further information: -----or **Contact** ----- at -----

# **Event Location: Southeast Athletic Complex**

**Directions**

5845 Hillvale Road  
Lithonia, Georgia 30058

**From the South:** Take I-285 North to Covington Highway. Turn Right off the Exit. Cross Panola Road. Go about 2 miles and then turn right on Hillvale Road (between Wellborn Road and DeKalb Medical Pkwy). Make an immediate right into the Complex.

**From the North:** Take I-285 South to Covington Highway. Turn Left off the Exit. Cross Panola Road. Go about 2 miles and then turn right on Hillvale Road (between Wellborn Road and DeKalb Medical Pkwy). Make an immediate right into the Complex.

**From the East:** Take I-20 West to the Evans Mill Road Exit. Turn Right off the ramp. Turn Left on Covington Highway. Travel about 3 miles. Turn Left on Hillvale Road (between DeKalb Medical Pkwy and Wellborn Road). Make an immediate Right into the complex.

**From the West:** Take I-20 East to Panola Road Exit. Turn Left off the ramp. Turn Right on Covington Highway. Travel about 3 miles. Turn Right on Hillvale Road (between DeKalb Medical Pkwy and Wellborn Road). Make an immediate Right into the complex.