



PLEASE SIGN, DATE, AND RETURN UPON RECEIPT

Vendor Registration Form

EVENT DETAILS

EVENT: From Pimp to Preacher: Petey Wheatraw's Revival <i>*stage play</i>		DURATION: 7:00pm-10:00pm	
LOCATION: The Murray Center 455 E Brambleton Ave. Norfolk, VA 23510		DATE: Saturday, August 13, 2016	
<i>Contact's Name</i>		<i>Contact's Name #2</i>	
<i>Contact's Phone</i>		<i>Contact's Phone #2</i>	
<i>Contact's Email</i>		<i>Contact's Address</i>	
<i>Company Name</i>		<i>Company Website</i>	

PRODUCT	SERVICE DESCRIPTION	REQUIREMENTS	SET UP TIME
<i>Ex. Books, Fabrics, etc...</i>	<i>Ex. Educational materials, food product, etc...</i>	<i>Ex. One table, access to electricity, etc...</i>	<i>Ex. Load in time 30 min, set up time 20 min, etc...</i>

EQUIPMENT PROVIDED BY ATUMPAN

<input checked="" type="checkbox"/> Chairs (2)	<input checked="" type="checkbox"/> 1 Table (6 foot)	<input checked="" type="checkbox"/> Electrical Access (1)	<input checked="" type="checkbox"/> Wi-Fi
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FEES

Payment is due *within 7 days of event*. Payment can be made at conclusion of event with cash, credit, or check.

<input type="checkbox"/> \$ 50 Event Fee <input type="checkbox"/> 5% Sales Fee *If vendor sells products, 5% of sales are payable to Atumpan if no event fee is collected <input type="checkbox"/> If vendor cancels 6-7 days in advance of event, 50% of vendor fee is refunded <input type="checkbox"/> If vendor cancels 0-5 days in advance of event, 0% of vendor fee is refunded	<input type="checkbox"/> PAYMENT DUE WITHIN 7 DAYS OF EVENT TO ATUMPAN <input type="checkbox"/> ONLINE PAYMENTS: put your total \$ as DONATIONS at http://shop.coreythetalentedblindguy.com/products <input type="checkbox"/> CHECK/MONEY ORDER PAYMENTS: Make payable to Atumpan, mail to P O Box 1035 Portsmouth, VA 23705
INITIAL:	

DRESSING & DECORATIONS

Vendors must bring, mount, or set up their own signage for their station. Vendors also bring their table coverings such as tablecloths, etc.

INITIAL:

LIABILITY/RISK

Vendors assume all liability for any injury to person or property that may occur as a result of improper usage of vending space or event attendees patronizing their station.

INITIAL:

VENDOR EQUIPMENT

Vendors bring their own extension cords, sound equipment, cookware, lighting or any other electronic equipment that they need for vending purposes.

INITIAL:

Vendor Rep Signature	DATE	
Atumpan Rep Signature	DATE	