

2019 FALL BUSINESS FESTIVAL & EXPO

Application

Sponsors, Vendors, Exhibitors

September 21, 2019, 12:00 noon - 5:00 p.m.

Troy University, Dothan Campus

500 University Dr. • Dothan, AL 36303

Outdoor, festival-like atmosphere • outside food vendors allowed

Name of Sponsor,
Vendor, or Exhibitor: _____

Contact: First Name: _____ Last Name: _____

Org. Mailing Address: Street Address: _____

Address Line 2: _____

City, State, Zip: _____

Phone Number: _____ Cell Number: _____

Email: _____ Website: _____

Desired Role: *Sponsor* *Vendor* *Exhibitor*
May also manage a booth Selling to visitors on site Informing or publicizing

Booth Activity: *No booth (sponsor only)* *No booth (other setup)*
 Selling Items *Showcasing or Sampling* *Informing or Publicizing*

Booth Type: *Business* *Non-Profit*
 Religious } No business license needed if religious or political *Game or Activity* *Arts & Crafts*
 Political } *Merchandise Retailer* *Food or Beverages*

Detailed Description:

Electrical Outlet: *Need electricity* *No need for electricity*
See Fire Marshal requirements

Other Special Needs:

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Agreement and Signature Block

Booth rental: Refers to securing an available space to erect a booth. The sponsor, vendor, or exhibitor must supply all movable property (tent cover, tables, chairs).

Licensing: With the exception of political or religious organizations, all sponsors (if also vending or exhibiting), vendors, and exhibitors, including non-profit organizations, must have a Dothan City business or vendor license to participate at the event.

*To acquire a Dothan City business license, visit www.dothan.org.

New business license (6 months), \$62 (free if federally registered non-profit)

State tax: Vendors who sell products or services on site must collect and pay Alabama state sales tax.

*This form's purpose is to **apply** to be a sponsor, vendor, or exhibitor for the Fall Business Festival & Expo of the Entrepreneurship Council of Dothan, which will take place at Troy University in Dothan, Saturday, September 21, 2019. This application provides no guarantee of acceptance. Acceptance is a function of the needs of the event, consent of the City, and adherence to state law. Upon approval of this application, sponsors, vendors, and exhibitors will receive requests for payment.*

Statement

The Sponsor, Vendor, or Exhibitor shall hold harmless the City of Dothan, Troy University, Entrepreneurship Council of Dothan, CPE Project A, Ladi Vee's Etiquette and Consulting, and the officers, agents, board members, staff members, volunteers, sponsors, and assigns of the same from any claims, damages, losses, liability, or expense which may arise in conjunction with the above-described event, including loss or damage due to fire, accident, theft, weather, acts of God, vandalism, or other cause, whether past, present or future. The Sponsor, Vendor, or Exhibitor must make provisions for safeguarding its goods, including securing replacement cost insurance for all personal property, as necessary. The Sponsor, Vendor, or Exhibitor assumes full liability for the protection, care, and maintenance of its property.

In consideration of acceptance of the present request to participate as a vendor or exhibitor in the above-described event, I, the undersigned, freely enter into this agreement to render myself, my organization, and associates legally bound to this effect. I also hereby grant permission to event organizers, media, and other authorized persons to use photographs, videotapes, or recordings of this event for legitimate reasons. I agree to abide by the rules and regulations of this event.*

*Only licensed professionals may photograph or videotape the event.

Signature _____ *Date* _____

On behalf of Sponsor, Vendor, or Exhibitor

This agreement becomes valid only upon signing by the Sponsor, Vendor, or Exhibitor, acceptance by the Producer (Entrepreneurship Council of Dothan), and transfer of appropriate payment from the Exhibitor to the Producer.

Signature _____ *Date* _____

On behalf of Producer

Application Received _____

Payment Received _____

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Additional Terms and Details

TERMS & DETAILS CONCERNING BOOTHS

Regarding the special case of Sponsors in this section, these terms and details apply to Sponsors only insofar as said Sponsors are also managing booths in the manner of Vendors or Exhibitors.

1. **Approval.** The Sponsor, Vendor, or Exhibitor shall complete, sign, and return the present booth space application to the Producer (Entrepreneurship Council of Dothan), with payment. Upon approval, this application shall constitute a valid and legally binding contract.
2. **Payment.** All completed booth space requests and payments are due by August 30, 2019, via CPE Project A, which is the business association that serves as the financing arm for the Producer and manages all receipts and expenses to effectuate the event. The preferable form of payment is credit card via the CPE Project A website. Other acceptable forms of payment include check, cash, or money order, as necessary, made out to CPE Project A.
3. **Proceeds.** A portion of excess receipts beyond costs incurred will support the scholarship fund of Alpha Phi Alpha Fraternity, Inc., whose volunteers are helping prepare, manage, and secure the event. Any remaining proceeds will support future events of the Entrepreneurship Council.
4. **Allocation.** The Producer will endeavor to optimize space usage on the property designated for this event and assign booth space based on the combined best interests of all participants and any applicable legal, regulatory, proprietary, or ethical considerations.
5. **Notification.** The Producer will notify the Sponsor, Vendor, or Exhibitor of the assigned booth space by September 7, 2019. The Sponsor, Vendor, or Exhibitor shall agree to accept the space as assigned. The booth space will cover no more than 10 feet × 10 feet (3 meters × 3 meters), except as arranged with the Producer in advance in consideration of special needs.
6. **Staffing.** The Sponsor, Vendor, or Exhibitor shall agree to occupy the assigned booth space, to refrain from subletting or apportioning space to third parties, and to abide by all rules and conditions set forth in this agreement and any subsequent decisions of the Producer through the day of the event. The Sponsor, Vendor, or Exhibitor shall set up its booth between 9:00 a.m. and 11:30 a.m., Saturday, September 21, 2019, thus readying its booth by 11:30 a.m. The Sponsor, Vendor, or Exhibitor shall staff the booth for the entire period from noon until 5:00 p.m. and shall be responsible for the delivery, handling, setup, and removal of all associated displays. The Sponsor, Vendor, or Exhibitor shall remove its property from the booth space by 6:30 p.m.
7. **Contingency.** In case of infeasible weather, the Producer will reassign booth spaces inside Malone Hall. Short of event cancellation, infeasible weather shall be no justification for refunding booth space fees. In case of event cancellation, the Producer will refund all booth space deposits less any irrecoverable expenses already incurred in preparation for the event. Event cancellation will release the Producer from any and all claims which may arise in conjunction with the event.
8. **Product Sales.** The Producer will ask for no portion of product receipts from Vendors, the booth fee being prospectively sufficient to cover the anticipated expenses of the event. However, all vendors who sell on site must pay Alabama state sales tax for all items sold.
9. **Withdrawal.** Sponsors, Vendors, or Exhibitors that choose to cancel this agreement after September 2, 2019, thereby withdrawing from the event, shall forgo their deposit and receive no refund, given the necessity for the Producer to plan and manage the allocated space and participant mix for the subsequent period leading up to the day of the event.

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Details Concerning Sponsorships

SPONSORSHIPS

Sponsorships involve donations to support the event in exchange for predetermined benefits, as detailed here. Booth space is also a type of sponsorship, so these descriptions also mention booth space (see the Terms & Details Concerning Booths for complete information on the booth option).

GOLD SPONSORSHIP (\$1,500)

- Organization introduction during the event
- Exclusive opportunity to present your organization through the available media for up to 5 minutes
- Logo on all major printed promotional materials for the event
- Logo in all social-media networks used for promoting the event
- Recognition as a contributor in the event program
- Mention during radio announcements throughout the day as an event sponsor
- Verbal acknowledgement and recognition during the event

SILVER SPONSORSHIP (\$1,000)

- Organization introduction during the event
- Exclusive opportunity to present your organization through the available media for up to 5 minutes
- Logo on all major printed promotional materials for the event
- Recognition as a contributor in the event program
- Mention during radio announcements throughout the day as an event sponsor
- Verbal acknowledgement and recognition during the event

BRONZE SPONSORSHIP (\$500)

- Verbal acknowledgement and recognition during the event
- Listing of sponsorship on CPE Project A Website

FESTIVAL FRIEND (\$250)

- Verbal acknowledgement and recognition during the event
- Listing of sponsorship on CPE Project A Website

BOOTH SPACE (\$50)

- Allocation of space for a booth measuring 10 feet by 10 feet (3 meters by 3 meters)
- Mention during the event by DJ and radio as vendor

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Safety and Compliance

CONCESSION CODE REQUIREMENTS

A deputy from the Dothan Fire Marshal's Office will visit the event location to inspect the premises after all booths are in place and ready. The Fire Marshal's concession code requirements, presented here, apply specifically to the kind of outdoor concession activity that may occur at the event.

1. **Fire extinguishers.** All cooking units must have at least one 5-pound ABC fire extinguisher (minimum UL rating 2A:10B:C) and one Class K fire extinguisher, properly mounted. All fire extinguishers must have a current service tag (within 1 year).

UL rating system:	2A	[2 × 1.25 water-gallon-equivalent]
	10B	[covers 10 square feet of space]
	C	[suitable for live electrical equipment]
	K	[suitable for use on grease fires]

2. **Cooking hood.** Commercial cooking equipment requires the installation of a commercial hood, which meets the safety standards of NFPA 96.

NFPA: National Fire Protection Association

3. **Exhaust hood.** Exhaust hoods and ducts must be clean, with the proper grease filters in place.

Types of hoods:	permitted—baffle type only (<i>optimal for minimizing fire hazard</i>)
	prohibited—mesh type (<i>tends to generate dangerous grease buildup</i>)

4. **Hood suppression.** All cooking equipment requires a hood suppression system that meets the standards of UL 300, with a current service tag in place (within 6 months).

UL: Underwriters Laboratories

UL 300: industry standard for fire suppression systems

5. **Electrical cords:**

Cooler/refrigerator: If located inside the unit, connect directly to an electrical outlet (no extension cord)

AWG refers to the measurement system: American Wire Gauge

Extension cords:

- Must be at least 14-gauge (AWG), with UL tag attached
- Locate neatly and purposefully, to minimize trip hazards

6. **Canopies and tents.** If cooking will occur under a canopy or tent, or if the canopy or tent exceeds a coverage of 400 square feet, the canopy or tent must be fire-retardant, with the manufacturer's label intact.

Cooking (grease):

- Prohibited under a canopy or tent
- Permitted if at least 20 feet away from the canopy or tent
- Requires a barrier to protect patrons from equipment

Cooking (grease): any process that produces a grease-laden vapor

Hay or straw: Prohibited under a canopy or tent (bundled or scattered)