



Vendor Registration Form

5:30 to 8:30 p.m. March 22, 2019

John F. Rhodes Civic Center
301 D'Olive Street, Bay Minette

Vendor/Business name: _____

Number of booth spaces needed: _____ **Amount Due:** _____

(Cost is \$40 per 10-foot booth space)

Contact Name: _____

Phone: _____

Email Address: _____

Brief Business Description/Products Offered: _____

In an effort to diversify shopping options, vendor applications will be reviewed by the LNO Committee prior to acceptance. *Ladies Night Out reserves the right to decline any application for space if it deems such action to be in the best interest of the event.*

Please remit payment to City of Bay Minette, Attn.: Ladies Night Out, 301 D'Olive Street Bay Minette AL 36507.

If you have questions, please contact Tina Covington at 251.580.1625 or email tcovington@ci.bay-minette.al.us.



Important Vendor Information

- Vendor spaces will be assigned. Placement, flow and competition will be taken into consideration. Each booth space is 9-feet wide and approximately 9-feet deep.
- Vendors should bring their **own** tables and accessories. Two chairs will be provided at each booth space.
- Electrical outlets will be available on a limited, first-come, first-served basis but are not guaranteed. Vendors must provide their own electrical cords and lights.
- All vendors must be set up and ready to sell by 4:00 p.m. and should not close prior to the official closing time. Vendors may begin setting up as early as noon Thursday, March 21. Booths should not be left unattended during event.
- Vendor will be fully responsible for any loss or damage to his/her property by theft, fire or casualty.
- Ladies Night Out reserves the right to decline any application for space if it deems such action to be in the best interest of the event.
- Vendors are responsible for collecting and filing his/her own sales.
- Once accepted, vendor application fees are non-refundable.
- We ask that each vendor contribute a door prize for drawings to be held throughout the night of event.

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