



## 2021 MERCHANT CONTRACT APPLICATION

Merchant Business Name \_\_\_\_\_

*Merchant Name will be published as indicated.*

Contact Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Facebook \_\_\_\_\_ Instagram \_\_\_\_\_

Description of Merchandise

*All merchants are required to complete this section, and first-time merchants are required to include representative photos.*

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**Please return a signed copy of the Merchant Contract with deposit to:**

Northeast Georgia Health System Auxiliary | 743 Spring Street | Gainesville, Georgia 30501

Phone 770-219-1830 | Fax 770-219-5408 | Email: auxiliary@nghs.com

*Maintain a copy for your records.*

Presented by:



Northeast Georgia Health System

AUXILIARY



WILLIS INVESTMENT COUNSEL

*Principled Investing*

**Benefitting Safe Kids Northeast Georgia**, led by Northeast Georgia Medical Center

November 4, 2021 – Preview Party | November 5 and 6, 2021 – Open to Public

Ramsey Conference Center | Lanier Technical College Gainesville Campus

2535 Lanier Tech Drive | Gainesville, Georgia 30507

ramseyconferencecenter.lanierotech.edu | nghs.com/marketplace

# MARKETPLACE | MERCHANT CONTRACT APPLICATION

## BOOTH SELECTION

All merchant booths within the state-of-the-art Ramsey Conference Center enable merchants to have equal visibility and access among preview party guests and shoppers. Please review the enclosed diagram and indicate your first three preferences below. Should it not be possible to honor your preferences, you will be placed by the merchant committee. Requests for merchant booth space changes are not permitted on move-in day. A final layout will be mailed to merchants prior to Marketplace.

First Choice

Second Choice

Third Choice

## ELECTRICITY

Electricity is provided upon request at the time the contract is complete. **Is electricity needed?**  Yes  No

## TABLES

Two tables are provided per 100 square foot booth. Additional tables may be rented for \$20 per table. This fee will be charged to the merchant's credit card along with the final booth balance on 8/31/21. Tables will be allocated based on availability. Please indicate the total number of tables requested.

6' Round

6'x3' Rectangular

6'x4' Rectangular

Tablecloths are included with all tables.  Not needed *Please indicate if tablecloths are not needed*

## PAYMENT

**Credit Card Payment is Required** - Visa, MasterCard, American Express and Discover cards are accepted.

Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

**My signature below authorizes Northeast Georgia Health System Auxiliary to (I) charge the initial 50% deposit to the listed card upon receipt of the contract, and (II) charge the 50% balance due to this card on August 31, 2021.**

As an exhibitor, I agree to the terms stated on the Merchant Agreement, which includes the enclosed merchant general information guide and terms and conditions as an official part of the contract.

I accept and assume full liability for any injury or loss to me, my property, employees, agents, representatives, and contractors, at any time or from any cause, arising from or related to my participation in this Marketplace event. As evidence by my signature below, I hereby relieve Marketplace, Northeast Georgia Health System Auxiliary, Inc., Northeast Georgia Health System, and affiliates, of any and all liability or responsibility related to or arising from my participation in this event. Credit card charges will state "The Medical Center Auxiliary."

Merchant's Signature \_\_\_\_\_ Date \_\_\_\_\_

## PHILANTHROPY - *Improving the health of the community in all we do*

I am interested in receiving additional information regarding Marketplace sponsorship opportunities in support of Safe Kids Northeast Georgia.  Yes  No

I am interested in donating a shopping voucher valued at \$100 or higher to be sold by the NGHS Auxiliary the evening of Preview Party in support of Safe Kids Northeast Georgia and utilized by the purchaser at Marketplace 2021.  Yes  No If yes, please indicate total value of voucher (*to be printed by Auxiliary*):

Merchant's Signature \_\_\_\_\_ Date \_\_\_\_\_

## FOR OFFICE USE ONLY:

Date Contract Received \_\_\_\_\_

Booth # Assigned \_\_\_\_\_

Date 50% Deposit Charged \_\_\_\_\_

Booth Cost \_\_\_\_\_

Date 50% Balance Charged \_\_\_\_\_

Additional Table Rental Cost \_\_\_\_\_

Date Additional Table Rental Charged \_\_\_\_\_

Total Cost \_\_\_\_\_

# MARKETPLACE | MERCHANT GENERAL INFORMATION

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## DATES & HOURS OF EVENT

Thursday, November 4, 2021 – Preview Party – 6:30 - 9:30 p.m.

Friday, November 5, 2021 – 9:30 a.m. - 6 p.m.

Saturday, November 6, 2021 – 9:30 a.m. - 5 p.m.

## BOOTH RENTAL FEES & CONTRACT

Booths 1 - 35 and Booths 48 - 61: \$6/square foot Booths 36 - 47: \$7/square foot

10x20 extension booths as indicated are available for a total cost of \$1,100.

**A credit card number with 50% deposit is required and will be charged upon booth placement.** The remaining 50% of the total booth cost will be charged to the credit card provided on August 31, 2021. After payments are processed, merchants are mailed a credit card receipt and copy of contract indicating booth placement. Booth assignment is final.

**Merchants must fully complete application and state all types of merchandise to be sold.**

*Incomplete contracts or contracts submitted without credit card information will not be processed.*

Marketplace 2021 proceeds will benefit Safe Kids Northeast Georgia. For additional information on Marketplace sponsorships or to donate, visit [nghs.com/marketplace](https://nghs.com/marketplace) or contact the Health System Auxiliary at **770-219-1830**. The Auxiliary encourages all merchants to join in inviting family and friends to support Marketplace and Safe Kids Northeast Georgia. Safe Kids Northeast Georgia is one of 30 coalitions in Georgia. Northeast Georgia Medical Center serves as the lead agency for Safe Kids Northeast Georgia. The mission of Safe Kids is to reduce the number of accidental injuries to children ages 19 and under through a focus on child passenger, water, fire, wheeled sports safety, and teen suicide prevention. To learn more about the Safe Kids Program and how you can support, visit [nghs.com/safekids](https://nghs.com/safekids).

### Mail contract to:

The Health System Auxiliary  
Marketplace  
743 Spring Street  
Gainesville, GA 30501

## MOVE IN/MOVE OUT SCHEDULE

All merchants are to adhere to the following move in/move out schedule at the rear loading dock area of the Ramsey Conference Center which allows very convenient access for merchants. Merchant check-in signage will be posted on the grounds of the campus to direct merchants to the location, and staff and volunteers will be available at the rear entrance check-in area to greet and assist as you arrive.

### Merchants move in during the following times:

Thursday, November 4, 2021, 8:00 am–3:30 pm

*All booths must be set up by 3:30 pm on Thursday*

### Merchants move out during the following times:

Saturday, November 6, 2021, 5:00–7:30 pm

Management will not hold or be responsible for any items remaining in the facility after 8:00 pm, Saturday, November 6, 2021.

## BOOTH ACCESSORIES

Merchants are provided with signage that will be displayed at the back of each booth. Each booth includes an 8-foot high neutral backdrop, and two 3-foot high draped side rails.

Merchants are required to provide their own shelving, extension cords and any additional lighting. Each booth will include usage of two tables. Additional tables may be reserved at the time of contract application for an additional fee of \$20 per 6-foot table. Please indicate table requests on the contract application.

## ELECTRICITY

Electricity is provided upon request in advance of the event. Please indicate on the contract application if electricity is needed.

# MARKETPLACE | MERCHANT GENERAL INFORMATION

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## SECURITY

Management will employ security guards for the course of the event, however assumes no responsibility for loss or damage. Merchants are reminded that this is an open booth show and it is the merchant's responsibility for the safeguarding of their merchandise.

## MERCHANT REGULATIONS

- Ramsey Conference Center is a smoke free environment.
- Any promotional signage must be confined to the rented booth space.
- Soliciting in the aisles is not permitted.
- Booth heights should be kept to 8-feet or under.
- Booths must be manned during the entire event.
- Merchants are required to pay their own sales tax.
- Sharing a booth must be pre-approved by the Marketplace Committee.
- Merchants agree to protect walls, floors, etc. and observe all rules of the hosting facility.
- Merchants are required to staff their booth during the Preview Party and to follow the preview party attire. Attractiveness of the merchant booth as well as the dress of those staffing the booth is vitally important to the overall image of the event.

## MERCHANT HOSPITALITY

Light snacks and beverages will be provided. Meals may also be purchased from the lunch vendors. Lanier Technical College Campus offers beautiful outdoor space and is great for walking.

## MERCHANT BADGES AND PARKING

Management will provide each merchant a maximum of two (2) identification badges per contracted booth. Badges must be worn at the Preview Party.

Parking for merchants is in designated locations – a map with additional information will be provided with the merchant information packet forwarded prior to the event.

A merchant welcome packet will be provided upon check in.

## CANCELLATIONS

Deposits on contracted space are fully refunded if cancellation notification is received in writing by June 30, 2021.

All deposits and final payments processed after June 30, 2021 are non-refundable, unless for any reason it should become necessary to cancel this event. If the event is cancelled, this agreement shall be terminated and applicant waives any claim for damages, except for return of rental fees paid.

## THANK YOU

Thank you in advance for your interest in participating as a Marketplace 2021 merchant to benefit Safe Kids Northeast Georgia.

## QUESTIONS

If you have questions, contact The Health System Auxiliary at [auxiliary@nghs.com](mailto:auxiliary@nghs.com) or call 770-219-1830.

## MARKETPLACE | TERMS AND CONDITIONS

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The merchant identified on the merchant application (“the “Merchant”) shall comply with all applicable local, state, and federal laws and/or permitting requirements pertaining to Merchant’s goods and/or services provided at the Marketplace event.

Merchant shall be solely responsible for setting up Merchant’s booth prior to the Marketplace event and shall comply with all directives regarding set up procedures and requirements provided by Northeast Georgia Health System Auxiliary (the “Sponsor”) or the event facility (the “Facility”).

Merchant shall be responsible for cleaning up the booth space occupied by Merchant upon the conclusion of the Marketplace event, leaving such space in the same condition as when Merchant was initially provided access to the booth space.

Merchant shall comply with all decoration and occupancy restrictions and requirements identified by Sponsor or Facility, including but not limited to the following: no pasting, taping, or attaching items to walls or furniture of the Facility, and no rice, bubbles, glitter, sand, flower petals, processed snow, birdseed, fireworks or other substances requiring excessive cleaning of the Facility to return the Facility to its original condition after the event.

Merchant understands and agrees that Sponsor and Facility shall not be responsible for any loss, damage, or theft of products, equipment, or other items brought to the Facility by or on behalf of Merchant, and neither Sponsor nor Facility is responsible for insuring Merchant’s possessions, products, or equipment.

Merchant shall indemnify, hold harmless and defend Sponsor, its affiliates and the officers, agents and employees of such entities from and against any and all demands, claims, suits, damages, losses, liabilities, costs and expenses, including, but not limited to, court costs and attorneys’ fees, of any nature whatsoever (including, but not limited to, property damage and loss, bodily injuries, sickness, disease or death), directly or indirectly arising out of or in connection with Merchant’s participation in the Marketplace event. This provision shall survive the termination of the Agreement.