



## Retail & Food Vendor Application

### INTRODUCTION

Cities come alive at night, especially one home to a vibrant international community such as Atlanta. Known across the world, night markets are a beloved tradition to many in the international community. We believe it's time Atlanta had its own night market to showcase the foods, crafts, talents, customs, and people making Atlanta's international community one of the greatest in the world.

Boasting a population of 5.6 million people throughout the metro area, over 75 countries are recognized by the Metro Atlanta Chamber of Commerce. The Atlanta International Night Market, a 510(c)3 non-profit organization, aims to bring diverse people together under the night sky in a celebration of culture, community, and connection. Inspired by vibrant outdoor markets popular throughout Europe and Asia, Night Markets are social outdoor events where vendors of all kinds sell a variety of fresh, local street foods, arts & crafts, and other culturally-relevant retail products or gifts.

With an anticipated 50,000+ attendees, the night markets will provide tremendous opportunities for local businesses in Gwinnett County as well as the 200 international vendors who will help to make this event memorable and meaningful. The night market festivities in 2017 will occur on April 21 to 23, 2017. We would like to introduce greater Atlanta to this unique family-friendly, educational event. These quarterly events will span a three-day period and run from 5pm to 12am on Fridays, 5pm to 12am on Saturdays, and 5pm to 10pm on Sundays.

### APPLICATION INSTRUCTIONS

To become a vendor and participate in the April 2017 night market weekend, please complete the attached application form. Your application must include a product list with suggested pricing. The Vendor Committee of the Atlanta International Night Market limits the overall number and type of vendors for each night market weekend. Therefore, applications will be considered on a first-come, first-served basis; we strongly encourage potential vendors to submit completed applications as soon as possible as spaces will fill up quickly. We look forward to reviewing your application.

Please keep in mind that to keep in like with the Atlanta International Night Market mission to bring diverse people together under the night market sky in celebration of culture, community, and connection, your both must be unique, culturally-relevant, and family-friendly. In partnership with Gwinnett County, we will make every effort to be environmentally-friendly. Preference will be given to vendors who have a track-record of "green" practices and/or who can demonstrate an environmentally-friendly plan of action for their booth throughout the night market weekend.

**APPLICATION DEADLINE:** \_\_\_\_\_

**SELECTION DEADLINE:** \_\_\_\_\_

**TRAINING DATES [must attend one]:** \_\_\_\_\_ and \_\_\_\_\_

**EVENT DATES:** \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_

**PLEASE CHECK **ONE** BOOTH OPTION:**

**FOOD** VENDOR BOOTH RATES (10' x 10' space):

- EARLY BIRD RATE: \$1000-\$1500 (depending on the location of the booth) to be received by Feb 28, 2017 (Not include the Insurance Fee required by AINM)
- STANDARD RATE: \$2500-\$3000 (depending on the location of the booth) to be received by March 20, 2017 (Not include the Insurance Fee required by AINM)

**RETAIL** VENDOR BOOTH RATES (10' x 10' space):

- EARLY BIRD RATE: \$500-\$900 (depending on the location of the booth) to be received by Feb 28, 2017 (Not include the Insurance Fee required by AINM)
- STANDARD RATE: \$2000-\$2500 (depending on the location of the booth) to be received by March 20, 2017 (Not include the Insurance Fee required by AINM)

**AINM POLICIES:**

- Setup time: between 8am – 2pm, All vendors must be ready by 4p.m.
- Bring your own BANNER. AINM only allow ONE Banner for each booth. We will provide you the detail after your application is accepted by AINM team.
- Decoration. You have to pick a theme for your booth and decorate it on your own time. All decoration must finish before 4p.m. on Friday. If you need help with the decoration, AINM can recommend someone to work with you (additional fee will apply). ALL booths are allowing to enter the Booth Décor Contest.
- Cleaning. Please keep inside of your booth clean at all time. Before you leave your booth each night, please make sure inside of your booth is clean. Additional fee will apply if your booth is not clean after 12a.m each day (the minimum fee will be \$100). Remove your own trash to the public dumpster. AINM will not provide staff to clean your area. They only responsible for the public areas such as the walk way, the seating area, etc.
- Fresh Food. Temperature Control. Please keep your food at the right temperature. AINM Health Department will consult with you the detail later.
- All open fires need to be outside of the tent.
- AINM team would like to create an Awesome Environment for our work places, therefore, please keep everything in a professional manner.
- Tent Selection. AINM team cannot promise the location for you until your application is accepted and deposit is done.
- Rental Fee ONLY include: 10x10 tent, 1 light, 2 of the 8' tables, 2 chairs, and 1 of the 15 amp outlet. You can request for additional tables and chairs (additional fee will apply), please send AINM the request early.
- You will have to share the public 3 compartment sinks; therefore, please keep the sinks clean at all-time. No trash, No cookware, No boxes, etc. around or under the sinks. Keep all your items inside your space.



## DEPOSITS

### BOOTH DEPOSIT

- 25% of Total Booth Rate to be received along with a completed Vendor Application.
- This deposit is non-refundable if Vendor cancels 30 days or less prior to the start of the night market weekend of April 21 to 23, 2017.

### CLEANING DEPOSIT

- \$200 due by \_\_\_\_\_.
- This deposit is \_\_\_\_\_.

Please send completed applications to [dphuynh@inshapega.org](mailto:dphuynh@inshapega.org) or mail them via USPS to:

Atlanta International Night Market  
Attn: Vendor Committee  
1568 Indian Trail Lilburn Road  
Suite 106  
Norcross, GA 30093



# VENDOR APPLICATION

NOTE: This application is not a contract and does not guarantee a space at the night market. Please type or print clearly. All information must be completed for application to be accepted for consideration.

## CONTACT INFORMATION:

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

Booth Name \_\_\_\_\_

Contact Info: First Name \_\_\_\_\_ Last Name \_\_\_\_\_

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

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

(\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*\*email will be our primary method of correspondence with you unless you note otherwise\**

Business License # \_\_\_\_\_ State \_\_\_\_\_

\_\_\_\_\_ For-Profit Fee \_\_\_\_\_ Non-Profit Organization Fee

Deposit amount (25%): \_\_\_\_\_  Cash  Check  Credit Card (add 3% transaction fee)

Balance: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CID (3 number on the back of card): \_\_\_\_\_

Name on Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Please send the form to: AINM. 1568 Indian Trail Lilburn Road. Suite 106. Norcross. GA 30093

## This Form is Apply to Food Vendors Only

1. The Country you are representing: \_\_\_\_\_.

2. ONE type of food you plan to sell at your booth: \_\_\_\_\_.

Example:      1) Noodle Soup or dry      6) Desert  
                  2) Grill                              7) Finger Food  
                  3) Stir Fry                              8) Steam  
                  4) BBQ                                9) Bakery  
                  5) Drinks                              10) other

3. List your top 5 menu items that you want to sell at your booth (within the ONE type of food that you chose in question 2). **FIRST** choice.

1. \_\_\_\_\_.

2. \_\_\_\_\_.

3. \_\_\_\_\_.

4. \_\_\_\_\_.

5. \_\_\_\_\_.

**Note:**      You are not allowed to sell more than 5 menu items at your booth (within the ONE type of food that you chose in question 2). You need an approval from AINM vendor coordinator for your selections of food.

4. List the next top 5 menu items you want to sell (within the ONE type of food that you chose in question 2). **SECOND** choice.

1. \_\_\_\_\_.

2. \_\_\_\_\_.

3. \_\_\_\_\_.

4. \_\_\_\_\_.

5. \_\_\_\_\_.

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Vendor's signature

Print Name

Date