

# OUTPOUR

## 2019

### VENDOR AGREEMENT FORM

*Form must be completed, signed, dated, and returned with payment in order to secure vendor booth.  
Please print legibly.*

#### VENDOR INFORMATION

**This agreement is entered into by and between the Alabama – Florida Empowerment Center and the Person/Company named below:**

**Representative Name:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Company Website:** \_\_\_\_\_

**Description of Product:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Electric Hookup Needed:** \_\_\_\_\_ Yes \_\_\_\_\_ No

**How many tables are needed:** \_\_\_\_\_

**How many folding chairs are needed:** \_\_\_\_\_

**Are you providing your own table covers:** \_\_\_\_\_ Yes \_\_\_\_\_ No

*Please continue to the next page.*

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**Description of Booth Set Up:** \_\_\_\_\_

***Please initial the following:***

\_\_\_\_\_ Vendors may begin set up at **12:00 pm on October 11, 2019** and **must be fully set-up no later than 5:00 pm**. In consideration of guests and other vendors, please plan to remain open until the end of the event. The Event Coordinator will specify a tear down time.

\_\_\_\_\_ Vendors must provide their own special equipment: tents, canopies, backdrops, custom linens, lights, etc. The Alabama – Florida Empowerment Center will only provide chairs and tables per booth.

\_\_\_\_\_ Vendor must have a representative at their booth at all times during the event. The Alabama Empowerment Center is not liable for anything stolen or damaged.

#### EVENT INFORMATION

**Event Name:** OUTPOUR 2019  
**Event Date:** Friday, October 11, 2019  
**Event Start Time:** 7:00 PM  
**Event End Time:** 10:00 pm *(subject to change)*  
**Event Location:** Alabama-Florida Empowerment Center  
105 E. Fleming Rd., Montgomery, AL 36105

#### EVENT CONTACT

**Event Coordinator:** Miller Consulting Agency – James Miller  
**Email:** millerconsultingagency@gmail.com  
**Phone:** (256) 714-0548

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#### VENDOR FEE

**Vendor Fee: \$100** (Vendor fee is due with Vendor Agreement Form in order to secure booth.)  
Please see the following payment options.

#### PAYMENT INFORMATION

I am paying by: \_\_\_\_\_ Check \_\_\_\_\_ Credit/Debit Card \_\_\_\_\_ Cash

**Make all checks payable to:**

Alabama – Florida Episcopal District  
Attn: Karren Burroughs  
Memo: OUTPOUR 2019 Vendor

**Mail to:**

808 S. Lawrence St.  
Montgomery, AL 36104

Please select one: \_\_\_\_\_ Visa \_\_\_\_\_ Master Card \_\_\_\_\_ American Express \_\_\_\_\_ Discover

Name On Card: \_\_\_\_\_

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

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

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

**Please initial the following:**

\_\_\_\_\_ I authorize the Alabama – Florida Episcopal District to charge the amount listed above.

\_\_\_\_\_  
Vendor Printed Name

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Date

*If you are interested in providing promotional materials for VIP Swag Bags, prizes, or contests, please contact our Event Coordinator, James Miller of Miller Consulting Agency:  
Email: millerconsultingagency@gmail.com  
Phone: (256) 714-0548*

*Thank you for sharing your organization with us!*