



## Aurora Theatre's Vendor Application

Please select which of these events you are applying to:

- Global Market Fest – July 30<sup>th</sup>, 2022**
- Nuestras Voces: A Hispanic Heritage Open-Mic and Mercado–  
September 17<sup>th</sup>, 2022**

Taking place at Lawrenceville Arts Center.

- The *Global Market Fest* from **3-8:00 PM**. A multicultural market **open to all**.
- The *Nuestras Voces: A Hispanic Heritage Open-Mic and Mercado* from **5-10:00 PM**. A Hispanic Heritage Month celebration highlighting **Latiné owned businesses**.

You may choose to apply to one or both events, if applicable.

**At this time, only ready-to-eat products (like bread, cakes, pies, jams, jellies, cookies) and non-food vendors can apply through this application. Please see the application titled Food Vendor to apply as a Food Service vendor.**

Items that are not allowed to be sold/display include, not limited to: Meat Products, Eggs, Dairy Products, Organic Products without Organic Certifications, Low Acidic/Acidified Foods (Canned Vegetables, Pickles, Salsa, Etc.) without Food Sales Establishment License and completion of Better Process Control School. Please note the following application will only apply to these particular events. Any future events will require you to fill out a new application. **This application must be submitted to [jacky@auroratheatre.com](mailto:jacky@auroratheatre.com). The cost for a food vendor space is \$50.00 (per event).**

(Please Print Clearly)

Business Name

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Business Contact

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Address

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

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

E-mail

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Website

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Social Media

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Will you need electricity for your table? \_\_\_\_ Yes \_\_\_\_ No

Are you willing to have your business information shared as the Aurora Theatre deems necessary? \_\_\_\_ Yes \_\_\_\_ No

Even though other variables may determine where each vendor will be situated, if available, would you prefer to be situated: \_\_\_\_ Indoors or \_\_\_\_ Outdoors.

When submitting your application, please attach your logo (.JPEG, preferably with transparent background) to be shared on the event's webpage.

### **PAYMENT INFORMATION**

If paying by **Check** it must be made payable to:

Aurora Theatre  
P.O. BOX 2014  
Lawrenceville, GA 30046

You may bring the **Check** in person during business hours Tuesday to Saturday 11:00 AM – 5:00 PM.

If paying by **Credit Card**, you may call us at 678-226-6222 or 678-226-6228, come in person during business hours, or fill out the information below:

Name on Card: \_\_\_\_\_ Card number: \_\_\_\_\_  
Exp. Date: \_\_\_\_\_ CVV: \_\_\_\_\_ Zip code: \_\_\_\_\_

Your card will be processed for **\$50.00 for each event selected above.**

A receipt will be sent to the email provided above.

List all food items that will be available for sale at the event and specific information/exhibit item or product. Vendors may only sell items that are listed on the application and have been approved.

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All applications must be received by **July 15, 2022**, for “Global Market Fest”, and **September 2, 2022**, for “Nuestras Voces: A Hispanic Heritage Open-Mic and Mercado.” We won’t accept any applications after this day. Only completed applications with signatures, the Release of Liability and Waiver Agreement, the Indemnity Agreement, and payment will be accepted. Make checks payable to Aurora Theatre. **A \$35.00 charge will be assessed for all returned checks.** Please make a copy of the complete application and forms to keep for your records. Incomplete applications will not be considered.

**Acceptance is determined by the capacity and/or availability. Sending in an application does not guarantee acceptance.** Vendors not selected will be notified if an opening becomes available. If not selected, you won’t be charged, and/or your check will be shredded. Vendors will be notified of their acceptance by email.

**Submit your application to [jacky@auroratheatre.com](mailto:jacky@auroratheatre.com).**

For more information, contact:  
Aurora Theatre’s Community Impact Department at 678-226-6228.

This is a rain or shine event. **No refunds will be given.** We wish everyone a successful show!

**RELEASE OF LIABILITY AND WAIVER AGREEMENT**

I, (print name) \_\_\_\_\_, AGREE TO THE FOLLOWING:

That I am over eighteen years of age, and that I have read and understood this Release of Liability and Waiver Agreement. That I hereby waive, release and discharge from any and all claims or liabilities for death, personal injury, property damage, theft, or damages of any kind, whether or not attributable to the negligence of Aurora Theatre and/or any agents, successors, assigns, or employees of Aurora Theatre which may arise out of my use of the facilities of the City of Lawrenceville or Aurora Theatre. That I do hereby agree to indemnify and hold Aurora Theatre and/or any agents, successors, assigns, or employees of Aurora Theatre from and against any and all damages, losses, liabilities, obligations, penalties, claims, litigation, demands, defenses, judgements, suits, proceedings, costs, disbursements, or expenses of any kind or nature whatsoever (including, without limitation, attorney's fees and experts fees and disbursement) which may at any time be imposed upon, incurred by or asserted or awarded Aurora Theatre and/or any agents, successors, assigns, or employees of Aurora Theatre which relates to or in any way arises out of acts or omissions connected to my use of the facilities of the City of Lawrenceville or Aurora Theatre, regardless of whether or not said acts or omissions were made by myself, my guests, or any vendors employed by myself in connection with my use of the facilities of the City of Lawrenceville or Aurora Theatre.

Signature \_\_\_\_\_

Date \_\_\_\_\_

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

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

## INDEMNITY AGREEMENT

I, (print name) \_\_\_\_\_, AGREE TO THE FOLLOWING:

The use and reproduction of any and all photographs and/or video clips taken of me in any form whatsoever for use in the Aurora Theatre newsletter, brochures, flyers, social media, and on the websites, and in any other publications produced for the Aurora Theatre or the City of Lawrenceville. The use of my name in any form whatsoever for use in the Aurora Theatre or the City of Lawrenceville newsletter, brochures, flyers, on social media, on the website, and in any other publications produced for the Aurora Theatre or the City of Lawrenceville. I have read this document and am fully aware of the content and implications, legal and otherwise

Signature \_\_\_\_\_

Date \_\_\_\_\_

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

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

### **PLEASE READ THE RULES & REGULATIONS BEFORE SIGNING.**

**BY SIGNING THIS DOCUMENT, I AGREE TO HAVE READ AND RECEIVED A COPY OF THE RULES AND REGULATIONS, AND I AGREE TO ABIDE BY THEM. (All Rules and regulations are listed below. Please keep a copy for your records.)**

Signature \_\_\_\_\_

Date \_\_\_\_\_

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

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

## **Rules & Regulations**

### **Set Up/Breakdown**

1. All vendors must sign in at check-in table at the Lawrenceville Arts Center prior to setting up. A member of our team will direct you to your space as needed.
2. Set up will start two hours before the event, and up-to half hour before the event starts. Late arrivals will not be allowed to set up and you will forfeit your application fees.
3. You must be ready to open your table 10 minutes prior to the event opening.
4. Vendors must unload their vehicles completely and move/park their vehicle before setting up their table.
5. All vendors are expected to remain during specified times barring medical emergencies. If you cannot be open during the required times, please do not submit an application.
6. A soft breakdown can start **15 minutes** before the end of day. Please come prepared to stay open until end of day. For obvious safety reasons, vendors cannot bring their vehicles into the loading area until all patrons have cleared the area.
7. Vendors cannot move their vehicles into the loading area for loading until their table area is completely packed and sitting on the side for quick loading after 8:15 pm.
8. All exhibitors/vendors are responsible for disposing of their own waste. Each exhibitor shall clear their space of all trash at breakdown.

### **Parking**

1. No vehicles may park in the loading area. All vendors **MUST** park in either parking deck, the downtown parking lot, or in a designated space. No vehicle or trailer will be allowed in the loading dock.

### **Vendor Rules**

1. Informational vendors (businesses) are permitted to distribute literature, giveaways (marketing material), and procure customers for contacts and sales within their table space only.
2. No space will be rented to a political party endorsing a candidate standing for election. No booths displaying political advertising will be permitted.
3. The distribution or sale of any literature outside of your designated area is strictly prohibited. Literature that does not violate any of the rules on the merchandise or displays may be made available within the designated space. No distribution, canvassing, flyers, or vending of any kind may be done by strolling through the campus.

4. Vendors must provide their own display set-up: tents (only courtyard vendors when available), tables, chairs, etc. Drilling or puncturing ground or asphalt surfaces is **strictly prohibited**.
5. Your display area will consist of a **4–6-foot table**, provided by the vendor. All promotional materials must be placed within your assigned area.
6. All tables must be manned at all times during the event. Aurora Theatre is not responsible for damage or loss of property if the table is unmanned.
7. Displays must be professional and aesthetically pleasing. Handwritten signs must be neat and attractive.
8. Vendors and all employees must be properly attired at all times.
9. Vendors must post prices in a legible manner and in a visible place within their table.
10. Alcoholic beverages, drugs, and/or drug paraphernalia sales are not permitted. Vendors will not be allowed to serve, or sell alcoholic beverages of any kind on event property. Vendors are not permitted to bring alcohol on the premises.
11. Vendors are expected to keep the area around their table clean and litter free. Walkways must be kept clear for visitors. Tables must be clean at all times. All vendors are responsible for removing their own trash.
12. All business activity must be confined within the designated rented space only. No distribution, canvassing, flyers, or vending of any kind may be done by strolling through the event space.
13. No generators are allowed inside the facilities. If required outside, the generator must be 50 feet away from our facility. If you require electricity, you must select YES in the application when prompted. Your answer may affect your event placement.
14. Reselling or subleasing booth space is not permitted. You may not share a space with another vendor.
15. No raffles in exchange for money may be held, but table prizes given away at random for no money purchase are allowed.
16. No space will be rented to a political or religious organization. No space displaying political advertising will be permitted.
17. Pets are not allowed inside our facilities, however: officially designated “service animals” are permitted.
18. Megaphones and electronic amplification are not permitted. Common courtesy to event attendees, volunteers, and event personnel are expected of all participants.
19. No bikes, scooters, skateboards, or roller blades are permitted.
20. Smoking is not allowed on the premises.

21. All vendors are responsible for filing their own taxes with the state. All persons, companies or organizations renting table/space do so as independent contractors and not as employees or agents of Aurora Theatre, and as such assume all responsibility for withholding taxes, Social Security, State taxes, Public Liability and Worker's Compensation Insurance and also assume responsibility for insurance coverage to, from, and during the event and for accident or injury to himself and/or his equipment.

22. Aurora Theatre does not warrant or guarantee any particular results of the event, nor does it guarantee a particular number of attendees or exhibitors.

23. Aurora Theatre reserves the right to cancel any vendor agreement/partnerships/sponsorship at any time, for any reason with no refund.

**Any violation of the rules and regulations stated above will exclude vendors from participating in future shows and may result in the loss of exhibit space without a refund. Your request to exhibit or sell will imply acceptance of these rules and regulations. Vendors who do not abide by our rules may be asked to leave and will not receive a refund.**