



### Vendor Information Package

The Atlanta Area School for the Deaf will be hosting our 26th annual AASD Fall Festival 2018 and we invite you and your organization to participate! Fall Festival will be held as an indoor/outdoor event at: Atlanta Area School for the Deaf, 890 North Indian Creek Drive, Clarkston, GA 30021.

Festival starts at 11:00 a.m. until 3:00 p.m. Set-up will begin at 9:00 a.m. until 10:30 a.m. Tear-down starts at 2:00 p.m. and the site closes by 4:00 p.m. **Early bird fees will be until Oct 26th:**

Early bird prices:	After Oct 26 <sup>th</sup> prices:
\$20-bring your own table/NO electric use	\$25
\$30-bring your own table AND electric use	\$35
\$40-table rental/NO electric use	\$45
\$50-table rental AND electric use	\$45

**Registration closes Nov. 3rd. Your registration and booth fee guarantees you space for your table or/ 3'x6' table, 2 chairs, plus we request a donation of an item from your business valued at \$20.00. Checks or money can be made payable to AASD and mailed to the address below:**

Atlanta Area School for the Deaf  
 C/O Maria Ruckel  
 890 North Indian Creek Drive  
 Clarkston, GA 30021

Fees are non-refundable. Spaces will be sold on a first-paid, first-served basis and may only be reserved with payment of the vendor fee. Vendors are responsible for the use of their space. Vendors are responsible for the conduct, safety and comfort of any children or animals they bring to the event.

**Item Donation:** Live/Silent Auctions are a major fund-raiser for AASD Fall Festival. Most of our vendors contribute an item to these fund-raising activities. AASD Fall Festival displays the name of the contributor along with the item when it is offered for auction. The registration form includes a space to fill in what item(s) you will be donating. The item may also be donated at the event.

**Parking requirements:**

All vehicles *must* be parked at designated vendor parking areas between 9:00 am and 4:00 pm; no vehicles are permitted to be used as selling venues. Some food service vehicles may be exempt from this restriction.

The AASD Fall Festival is facilitated at the Atlanta Area School for the Deaf which is also a State School. We prohibit nudity, illegal drugs, and alcohol at the event. Violators will be requested to leave and/or turned over to the Clarkston Police Department.

AASD Fall Festival believes that one of the keys to a successful event is for everyone involved – members, vendors, participants, guests, and visitors – to treat each other with courtesy and respect. Any inconsiderate behavior, including racial or religious slurs, will not be tolerated. Any disruptive and/or offensive behavior can result in the suspension of your vendor privileges without refund or recourse, and may also result in removal from the event.



**FALL FESTIVAL 2018 Vendor Times:**

- 9:00 a.m. Fall Festival Vendor setup may start
- 11:00 a.m. Fall Festival starts
- 2:00 p.m. Vendor tear-down begins
- 3:00 p.m. Fall Festival ends
- 4:00 p.m. Site Closes

Cut below and mail it to **Atlanta Area School for the Deaf**  
**C/O Maria Ruckel**  
**890 North Indian Creek Drive**  
**Clarkston, GA 30021**

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**REGISTRATION**

Business/organization name: \_\_\_\_\_

Contact person name: \_\_\_\_\_

Contact number (vp/phone): \_\_\_\_\_

Email address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

How many tables? \_\_\_\_\_

What are you selling or promoting? \_\_\_\_\_

What \$20.00 value will be donated to AASD silent auction? \_\_\_\_\_

Do you need access to electricity?       Yes       No

Do you need internet access?       Yes       No



## REGISTRATION

**Please complete this registration form by typing or writing legibly and return with the payment to the address on the bottom of this form. Thank you.**

Company or Business Name:

Contact Person:

Mailing Address:

Email Address:

Phone Number or VP Number:

**If you are selling items, please indicate below what items you will have available for purchase:**

- Crafts: Jewelry, Paper crafts, Art work, Christmas goods, other \_\_\_\_\_
- Candles or Potpourri
- Candy, Sweets, Pre-made Mixes
- Personal Care Items: Lotion, Make-up, Perfume, other \_\_\_\_\_
- Clothing: Shirts, Hats, Bags, Scarves, Gloves, other \_\_\_\_\_
- Electronics (please specify) \_\_\_\_\_
- Other: \_\_\_\_\_

**If you are an informational table, what are you presenting?**

- Educational Opportunities
- Pet Adoption
- Mental Health, Family Support, Community Awareness
- AASD Alumni Information
- Sports Programs
- Other (please specify) \_\_\_\_\_

**How many tables?** \_\_\_\_\_

**What item (\$20 value) will you be donating for the AASD Auction?** \_\_\_\_\_

Do you need access to electricity?  Yes  No

Do you need internet access?  Yes  No