



## **2025 Reunion Workshop Vendor Application**

*Hosted by the Douglasville Convention & Visitors Bureau*

**Date:** March 15, 2025

**Time:** 10:00 AM - 2:00 PM

**Location:**

Ike Owings Community Center  
8830 Gurley Rd.  
Douglasville, GA 30134

Thank you for your interest in becoming a vendor at the 2025 Reunion Workshop hosted by the Douglasville Convention & Visitors Bureau. This event will bring together community members and vendors to provide a valuable experience for all attendees who are looking to host an unforgettable reunion. We are seeking vendors in the following categories:

- **Entertainment**
- **Food & Beverage**
- **Photography**
- **Event Rentals**
- **Promotional Items**

**Registration forms and payments must be received no later than February 14<sup>th</sup>.** *Due to limited available space, registration may close prior to February 14<sup>th</sup>.*

**Please sign where indicated below and return to:**

**Douglasville Convention & Visitors Bureau**  
**12385 Veterans Memorial Hwy.**  
**Douglasville, GA 30134**  
**Attn: Jessica Withrow**  
**Email: [withrowj@douglasvillega.gov](mailto:withrowj@douglasvillega.gov)**

Please review the application details and submit your application by the required deadline.



**Business Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

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

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

**Category of Vendor (please select one):**

- Entertainment
- Food & Beverage
- Photography
- Event Rentals
- Promotional Items

**Booth Information:**

Each vendor will be assigned a booth space, with limited availability due to venue constraints. As space is restricted, we are limiting the number of vendors in each category. Booth assignments will be made on a first-come, first-served basis. Please note, due to space limitations, we are unable to accommodate tents—vendors are welcome to bring tables for their booth setup.

Booth Size (10' x 10'):

- Standard Vendor Fee: \$25

Please provide a brief description of your booth setup (table size, display, etc.):

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**Payment Information:**

- The cost to be a vendor is **\$25**.
- **Payment Deadline:** All payments must be received by February 14, 2025.
- Payment can be made via check or credit card. Details will be sent upon approval of your application.



**Cancellation Policy:**

- **No refunds** will be issued for cancellations. Please ensure that you are able to attend before submitting your application and payment.

**Additional Notes:**

- **Setup:** Vendor check-in and setup will begin at 8:30 AM on March 15, 2025. All booths must be set up and ready by 10:00 AM.
- **Breakdown:** The event will conclude at 1:00 PM and booths must be dismantled by 2:00 PM.
- **Electricity:** If you require electricity for your booth, please indicate below.
  - Yes, I will need electricity.
  - No, I do not need electricity.

**Vendor Agreement:**

By submitting this application, you agree to the following:

- You will adhere to all event guidelines, including setup and breakdown times.
- You will be responsible for your booth, merchandise, and any necessary permits, licenses, or insurance.
- You understand that the Douglasville Convention & Visitors Bureau is not responsible for any lost, stolen, or damaged property during the event.

**Signature:**

I, the undersigned, agree to the terms and conditions listed above.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please submit this completed application along with your payment by February 14, 2025, to secure your spot. Space is limited, so act quickly to be part of this exciting event! For any questions or assistance, please contact Jessica Withrow at 678-449-3268 or [withrowj@douglasvillega.gov](mailto:withrowj@douglasvillega.gov).

We look forward to having you as part of the 2025 Family Reunion Workshop!