

General Vendor Application

We are looking for vendors to join us for our annual events and are continually accepting applications to be reviewed for potential fits. We are open to accepting a diverse array of vendors who represent products or services appropriate for events such as Ladies Nights, Fall Festivals, and Family Jams.

Acknowledgment: Please read completely

1. All of our events are completely FREE for members of the community and surrounding areas.
2. All vendors must promote the event to their current customer base via email, word of mouth, and social medias. In most cases, marketing materials are provided to the vendors to make promoting simple to do.
3. Vendor Fee
   1. All vendors must supply an item for raffle that is valued at approximately $50. It must be present at the event. If it is for a non-tangible item, a gift certificate should be made available for the raffle.
   2. For-Profit vendors are required to submit a $50 vendor fee with this application. This fee is waived for Non-Profit and Sponsor vendors.
4. If requesting to be considered for an event that caters specifically to a certain demographic, vendors must be able to justify how their product, service, or organization serves that demographic. Ex. If requesting consideration for our Ladies night, your presence at the event must cater towards women ONLY.
5. Space is limited; spots will be assigned at the discretion of JFC as well as keeping in consideration a “first come, first serve” mindset. However, JFC for any reason can assign vendor priority.
6. Electricity MAY be available for certain events. It is the vendor’s responsibility to inform JFC on this application of that need OR to bring their own power supply.
7. Vendors understand that they must arrive to the event they have been accepted for between 30 min to 1 hr BEFORE the event is to being to ensure proper set up and readiness before the event starts.
8. Vendors must provide their own tables, chairs, clothes, display items, and electrical cords.
9. Vendors must STAY for the ENTIRE Event.
10. Each vendor must be able to fit in a 10x8 space unless otherwise noted in the vendor application.
11. If being considered for an event, we will email event information to the email address provided by the vendor at a minimum of 2-4 weeks before the event and MUST receive confirmation that the vendor is, in fact, available and willing to commit to the event. A finalized vendor confirmation email will be sent by JFC securing the vendor’s participation at the event.
12. In most cases, there will be no competing vendors of the same company/service/product. If JFC feels there are close similarities between two vendors chosen for that event, we will contact both vendors to inform them of those similarities.
13. By signing this form, vendors allow all pictures/video taken at this event to be used on social media as well as for promotion of future events.
14. Within two weeks of the event, a short vendor survey for feedback will be emailed to the email provided on this application. Vendors agree to complete this survey and as openly and honestly as possible so JFC can continually evolve our event process. Vendors understand this feed back is vital to continually providing an excellent event for the community and future vendors.

I have read and understand all the above statements.

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Name (Printed legibly) Signature Date

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

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Please describe what you will be presenting/demoing/selling:

Payment method(circle): Check Cash Card

\*if by check, Please attach and make out to Jubilee Family Chiropractic with Vendor Fee in the subject line

\*If by card: Card number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ exp\_\_\_\_\_\_\_\_\_\_ ccv \_\_\_\_\_\_\_\_\_\_

Name as it apprears on card \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Item for raffle: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approximate Value \_\_\_\_\_\_\_\_\_  
How many tables/chairs will you be bringing? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will you be bringing a pop up tent?\_\_\_\_\_\_\_\_\_ Space Requirements (width in ft) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will you require electricity? Y/N If yes, will you be bringing your own source? Y/N

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

Please mail, drop off, or email forms to Jubilee Family Chiropractic with attention to our Vendor Coordinator Kelly Hammond

Address: 1770 Timberwood Blvd suite 103, Charlottesville, VA 22911

Ph: 434-218-2620

Gojubileefamily@gmail.com (with subject line: Vendor Application)