



Join Us Saturday, March 21, 2020
11 am – 4 pm
Hillgrove High School

Taste of West Cobb Marketplace

Booth Information

NEW this year!

Thank you for your interest in participating in this year's event. We would like to thank our many patrons who have participated in the past. We are already hard at work to make this year's event even more successful.

BOOTH COST: \$50 per space (roughly 12' wide and 6' deep)

BOOTH SET-UP/CLEAN UP SCHEDULE:

Set Up: Saturday, March 21st, from 9:30 am – 10:45 am ***NO EARLIER***

Clean Up: Saturday, March 21st at 4 pm – upon conclusion of the event

ALL MERCHANTS ARE RESPONSIBLE FOR LEAVING THEIR BOOTHS WITH NO TRASH AND MUST BE OUT OF THE BUILDING NO LATER THAN 5:30 PM!!

You are allowed out in the parking lot later but we are not responsible after 6 pm

RAFFLE DONATION:

All merchants are required to donate one item of at least \$25.00 or higher value to our raffle/silent auction. Please deliver your donation to the Raffle Booth on Saturday morning **AFTER** you have checked in no later than 10:30am! The Raffle Committee has the right to decide whether or not your item is worth \$25.

GENERAL INFORMATION:

1. The Event is inside the school in the hallway just past the main gym.
2. There are a limited number of booth spaces. Our committee will assign your spot based on the need for electricity and any special requests we can honor. If you need electricity, you are responsible for bringing a long extension cord and/or surge protector if needed.
3. You will need to provide your own tables, chairs and backdrops.
4. You will be responsible for your own sales and tax. No commission is charged – just the flat rate.
5. WIFI will be provided by Cobb County for the weekend but it is not always reliable. **WE ARE NOT IN CHARGE OF THIS AND CANNOT FIX IT IF IT DOESN'T WORK!!!** Plan to use data if needed.
6. A responsible adult must oversee your booth always. Please do not leave a child alone in the booth. (Our student volunteers ARE NOT responsible for merchandise or sales should you ask them to cover your booth if you take a break for any reason)
7. Please bring all the change you will need. We do not provide change.
8. Selling food other than items packaged to sell as gifts (jams, jellies, candies, cookies) is not allowed.
9. Except in emergency situations, merchants are expected to stay until closing time.
10. Each application must be accompanied by a check for the entire amount.
11. No postdated checks or holding of checks will be accepted.

12. The borders of both spaces are clearly marked. Please set up tables and backdrops within the borders as a courtesy to adjoining merchants. This border should include the space you will sit in during the show. Please DO NOT set up walls that block other merchants from being seen by customers walking around. If there is an issue, **we have the right to ask you to reconfigure your booth set up to accommodate other merchants around you at any time during the show.**
13. Every merchant is required to donate one item (value \$25.00 or higher) for our raffle/auction.
14. If your application is not accepted after the juried process you will be informed via email.
15. The main event will be in our main gym, and food vendors and drink booths will be set up there. We will have a ticket table where you can purchase tickets for food and drinks if you are interested.
16. **For more information and additional applications to download and print please visit our website at www.tasteofwestcobb.com**

DO NOT SEND IN THESE TWO INSTRUCTION PAGES, ONLY SEND IN THE APPLICATION PAGE. KEEP THESE TWO FOR YOUR FILES!!



13th Annual Taste of West Cobb
Saturday, March 21, 2020 at Hillgrove High School
 Join us for this scrumptious event!

Marketplace Application 2020

Small business/Home business merchants only

NEW this year!

Name: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-Mail: _____

Booth Request (circle one): Single Space - \$50.00 or Double Space - \$100.00

Electric Needed YES NO

NOTE: Registration fee includes indoor space approx. 6 feet deep x 12 feet wide = single space. Double space is 24 feet wide

*Bring your own tables, décor, items to sell. You are purchasing space to set up and receive PR and main event traffic from our event.

****Merchants must attach a list of products to be offered on event day for approval.****

TOTAL ENCLOSED \$ _____

MAKE CHECKS PAYABLE TO: HBBA (A 501(c)3 non-profit organization , Tax ID # - EIN 205231201)

MAIL TO:

Alison Barber

TOWC Marketplace Coordinator

3793 Churchill Drive SW, Marietta, GA 30064

Phone: 404-326-3376 Email: hillgrovebandpres@gmail.com

ONCE APPLICATION IS ACCEPTED, MERCHANT FEES ARE NON-REFUNDABLE

NOTE: Restaurants, Vendors, participants, and all others by execution of this form release and discharge Hillgrove High School, Hillgrove High School Bands Booster Association, their respective employees, sponsors, promoters, staff, volunteers, and representatives from any and all known and unknown damages, injuries, losses, judgments, and/or claims from any cause whatsoever which may be suffered or experienced by a restaurant to his/her person or property. Hillgrove High School, Hillgrove High School Bands Booster Association assume no liability for restaurant's participation in the event and signing below acknowledges the same. The sale of alcoholic beverages is strictly prohibited and is not permitted on event grounds.

Signature: _____ Date _____



Taste of West Cobb is a production of HBBA Inc., a 501(c)3 not-for-profit organization.