



Table Space Request and Agreement for:

Vending ♦ Sales ♦ Product Promotion ♦ Sampling ♦ Business Services

This form serves as a table request and legal agreement for vendors and businesses who wish to obtain table space at Takin' It Step by Step's 3rd Annual 2012 Southeast's Largest Dance Convention™, July 12-15, 2012. The event will be held at the Sheraton Gateway Atlanta Airport Hotel, 1900 Sullivan Road, Atlanta, GA 30337. Table space may be requested for vendor sales, business or organization promotion, sampling, provision of services or product demonstrations.

Office Use - Received By: _____ Date: _____ Time: _____ Obtained via (circle): Mail – Phone – Email – Fax

Vendor/Organization/Business Name: _____

Primary Contact: _____ Phone #: (_____) _____

Address: _____ City, State, ZIP _____

Email: _____ Fax #: (_____) _____

Name of person 1 _____ Meal Option Chicken Fish

Name of person 2 _____ Meal Option Chicken Fish

Preferred Date(s): Thurs, July 12____ Fri, July 13____ Sat, July 14____ All 3 nights _____

Vendor Rates: (**Standard Rates 2.1.12 – 4.30.12**): Thurs only \$100 | Fri only \$125 | Sat only \$150 | All 3 Nights - \$300

Vendor Hours: Thurs: 8 a – 1 am Fri: 8 am – 2 am Sat: 9 am – 2 am

Preferred Table(s): Option 1____ Option 2____ (see attached diagram)

Please describe the products/services/organization or items that you wish to sell/showcase at your table. If you are selling items, please list their price ranges. See reverse for prohibited products/services/businesses.

By signing below you agree to: **1.)** Adhere to all applicable Step by Step policies and laws, as they apply to this table request. **2.)** Read and abide by the table tabling policies on the reverse of this document. **3.)** This is a request to sell/vend or promote a product/service via a table at Takin' It Step by Step's 2012 Southeast's Largest Dance Convention™. You will be contacted by a SBS Representative to confirm the date(s), time, and location of the vendor table. **4.)** Step by Step reserves the right to cancel this agreement if it feels that your product/service or sampling effort generates risk or liability concerns. **5.)** By submitting this form, you agree that any photos or videos taken of your participation may be used by the event producers in any legal manner or to document, promote or advertise future, related events. All rights by the vendor are waived and the event producer and those acting on behalf of the producer are released of any and all liability resulting from the use of any photos or video. It is further understood that there is no compensation to vendor or any person shown in the photos or videos by the event producer or anyone acting on behalf of the event producer.

Organization/Vendor Signature: _____ Date: _____





POLICIES, PROTOCOLS AND PROHIBITED PRODUCTS

1. **Deadlines and Liability:** Application with payment must be received no later than April 30, 2012. Table preferences & location will be based on a first-come, first-served. Upon receipt of application and payment, you will receive the exact location of your table. A vending reservation cannot be shared or transferred to another organization or business. Note: Takin' It Step by Step reserves the right to cancel this agreement if it feels that your presence/product/service or sampling effort generates risk or liability concerns. Vendors participate at their own risk and take full responsibility for all of their products, equipment, personal safety, lost and sales. Takin' It Step by Step, LLC and Sheraton Gateway Atlanta Airport Hotel are not responsible for any items missing or lost from your vending area.
2. **Food Vending or Sampling:** Food vending or sampling is not permitted. Any exceptions to the sale or distribution of food products must be approved by the venue hosting your event and Takin' It Step by Step, LLC. Food vending is restricted to a four-hour time period and may be restricted to certain locations.
3. **Tabling Fees:** The daily vendor fee is for a 6' x 6' space with one 6' ft skirted table and two chairs provided by Sheraton Gateway Atlanta Airport Hotel plus 1 Door Prize valued at \$25 or more. Requests for additional resources and services such as easels, lighting, electricity, tables and space may increase the cost for each reservation. Arrangements for these items would need to be requested in advance prior to event date. **Payment:** Advance payment is required. Payments are accepted via cash, cashier's check, money order or credit card (MC, VISA, AMEX, DEBIT CARD). All vending space purchases are final, non-transferable and nonrefundable. **IF PAYING BY DEBIT OR CREDIT CARD, A CONVENIENCE FEE (\$3 per \$100) WILL APPLY. NO PERSONAL CHECKS WILL BE ACCEPTED.**
4. **Tabling & Vending Constraints:** A maximum of two (2) persons per day will be allowed to staff each vendor table and must remain at their table at all times. Takin' It Step by Step or Sheraton Gateway Atlanta Airport Hotel will not be responsible for items lost or stolen from vendor tables. Vendor tables will be reserved in your name and the location of your setup will be first come / first serve. There will be no sale of guns, ammunition, weapons, pepper gas, tear gas, etc.
5. **Liability & Affiliation:** By signing this form, vendors agree that Takin' It Step by Step, LLC nor Sheraton Gateway Atlanta Airport Hotel shall not be held liable due to any actions, harm or false promises resulting from the quality of products and services provided by the organization, vendor or business. Fraudulently represented products or trademark misrepresentation are federal crimes and Takin' It Step by Step, LLC will cooperate in the prosecution of violators. The validity, interpretation and effect of this Agreement shall be governed by the laws of the state of Georgia. The organization/vendor shall not represent or imply that it is affiliated in any way with Takin' It Step by Step, LLC other than as a licensee, and organization/vendor shall not represent or imply that its activities are endorsed or approved by Takin' It Step by Step, LLC.
6. **Confirmation and Check-in:** Table requests will be approved or denied within 3 business days of receiving both application & payment by Takin' It Step by Step, LLC. Requests may be denied for reasons of duplication of services, safety concerns, prohibited products, liability concerns or if your request conflicts with the mission of the event or company policies and procedures. Vendors will be required to check-in upon arrival with Takin' It Step by Step, LLC prior to setting up their table display or promotional items. We recommend you arrive at least one hour prior to the start of the scheduled event. (see itinerary for start times and event location). Please bring all required props, stands, lighting, draping and extension cords. Advise if you need to be near an electrical outlet and we will try to accommodate you, but there are no guarantees.
7. **Cancellation:** Weather or other states of emergency may require the cancellation of this event. A new date may be selected by mutual agreement of the venue and the organization. If the event is cancelled, you will be refunded all tabling fees within 30 days of cancellation.

Mail form/payment to:

POSTAL MAIL

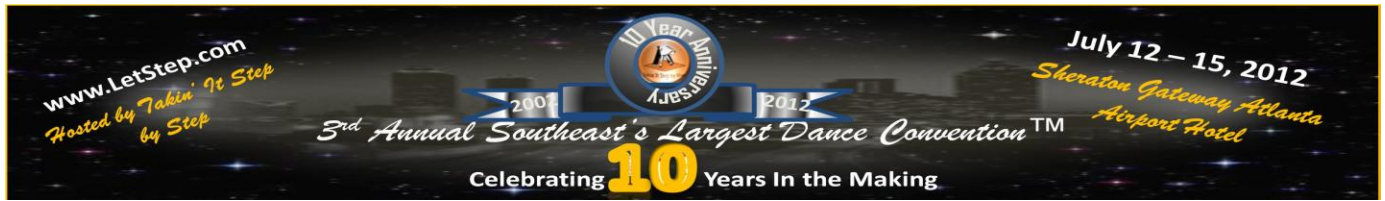
Step by Step

P.O. Box 263, Lithia Springs, GA 30122

FAX: 1 (888) 861-6340

EMAIL: carolyn@TakinItStepByStep.com





Credit Card Authorization Form

DATE _____

BILLING ADDRESS

(Please provide correct mailing address associated with credit card provided)

PHONE #: _____

I, _____, HEREBY AUTHORIZE Takin' It

(Signature required above)

Step by Step TO PROCESS MY CREDIT CARD FOR THE FOLLOWING PURCHASE(S):

SALE AMOUNT \$ _____

(Note: a convenience fee will be added)

PURCHASE FOR: _____

CREDIT CARD TYPE (Circle One) VISA MC DISCOVER DEBIT CARD

CREDIT CARD #: _____

EXP. DATE: _____

VALIDATION CODE: _____

NAME AS IT APPEARS EXACTLY ON CARD:

EMAIL ADDRESS: _____



www.LetStep.com
Hosted by *Takin' 'n Step*
by *Step*



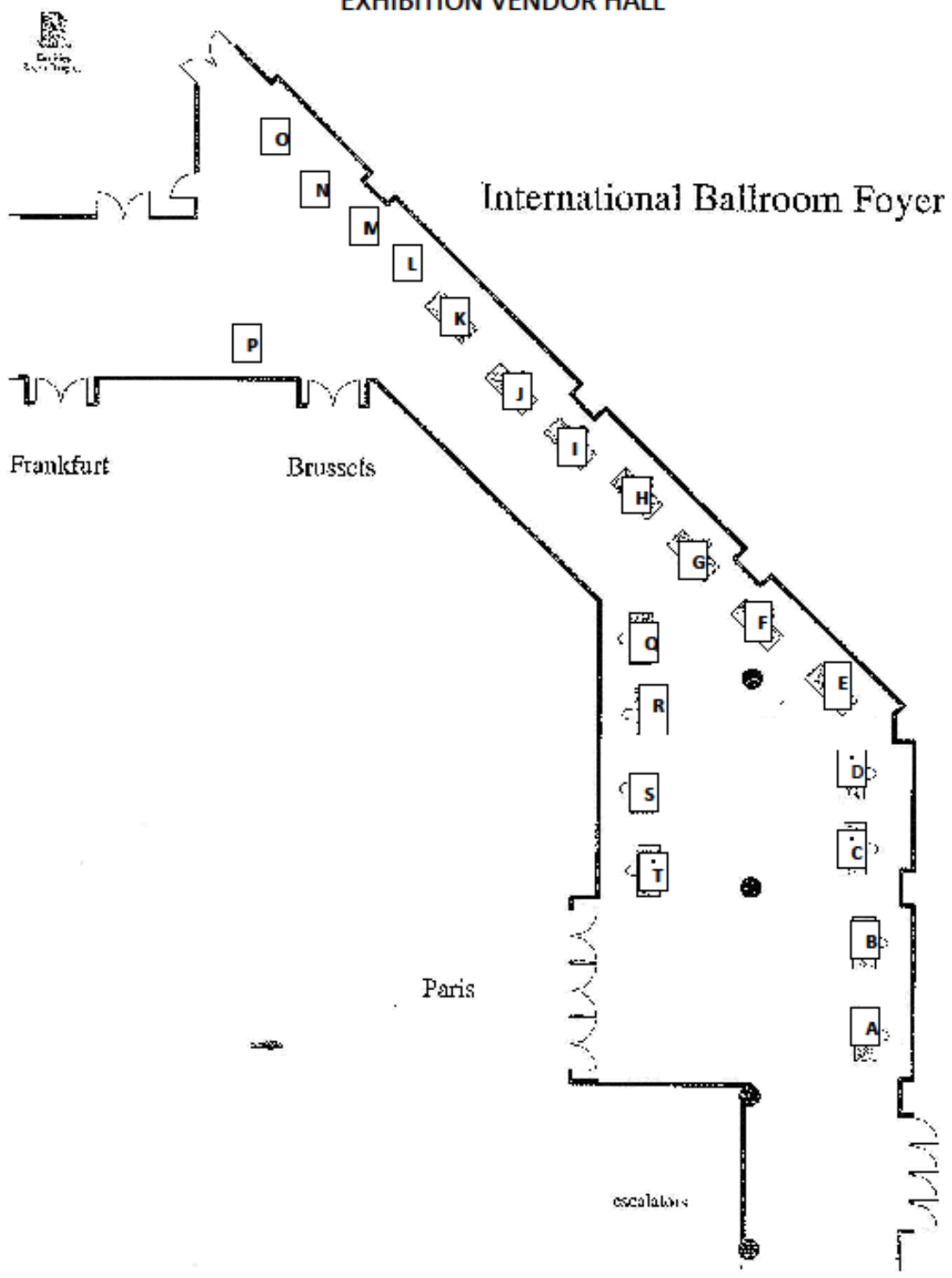
2001 2012

3rd Annual Southeast's Largest Dance Convention™

Celebrating **10** Years In the Making

July 12 - 15, 2012
Sheraton Gateway Atlanta
Airport Hotel

EXHIBITION VENDOR HALL



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