

THE INSTITUTE OF MEXICAN CULTURE

THE INSITUTE OF MEXICAN CULTURE IN COLLABORATION WITH THE MEXICAN GENERAL CONSULATE, AND THE ATLANTA HISTORY CENTER

DIA DE MUERTOS VENDOR APPLICATION FORM

SUNDAY, OCTOBER 29TH, 2018 AT 12-5PM

THE ATLANTA HISTORY CENTER 130 WEST PACES FERRY RD, NW, ATLANTA, GA 30305

INFO: INFO@INSTITUTEOFMEXICANCULTURE.ORG TEL: 404-314-4147

Vendor Information Packet

Thank you for your interest in being a vendor at the Dia de los Muertos Music Festival this year! We look forward to having artisans, food trucks, and nonprofit organizations join us to celebrate life and support the mission of Institute of Mexican Culture. Below, you'll find the steps to completing a vendor application. Please note that submission of an application does not constitute acceptance by the IMC. There are a limited number of spaces available on a first-come, first-served basis.

Checklist for Application

- ☐ Download and print this information form
- ☐ Fill out the vendor commitment form
- ☐ Fill out the vendor payment form
- ☐ Enclose payment (check or credit card) with the application and menu options
- ☐ Send in application with your payment TO OR BY EMAIL: info@insitituteofmexicanculture.org

The Institute of Mexican Culture
2585 Acorn Ave NE
Atlanta, GA 30305

- ☐ Receive confirmation if accepted

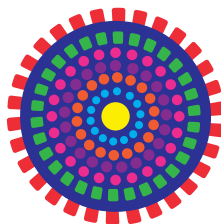
All vendors will be notified of application status no later than **October 15st, 2018**

Registration Deadline: October 15th, 2018

If you have any questions please feel free to contact:

The Institute of Mexican Culture
(404)314-4147
info@instituteofmexicanculture.org

Thank you again for your interest in the Dia de los Muertos Festival!



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IN COLLABORATION WITH THE MEXICAN GENERAL CONSULATE, AND THE ATLANTA HISTORY CENTER

DIA DE MUERTOS VENDOR APPLICATION FORM

SUNDAY, OCTOBER 28TH, 2018 AT 12-5PM

THE ATLANTA HISTORY CENTER 130 WEST PACES FERRY RD, NW, ATLANTA, GA 30305

INFO: INFO@INSTITUTEOFMEXICANCULTURE.ORG TEL: 404-314-4147

FOOD VENDOR: \$675 / ARTISAN: \$365
CORPORATE TABLE \$485

Vendor Legal Name: _____

Doing Business As (if any): _____

Contact Name: _____ Phone: _____

Email: _____ TAX ID# and business license #
Non Profit ID #

Billing Address: _____ City, State, Zip: _____

Contact Person day of event: _____

Cell Phone: _____ Website: _____

PAYMENTS MONEY ORDER, CHECK, CASH OR CREDIT CARD (PAYPAL)

Artisan vendor booths are \$365. One 8' table, two chairs.

Corporate tables are \$485. One 8' table, two chairs.

Food vendor booths are \$675. One 8' table, two chairs, and a 10x10' tent space will be provided.

☐ Yes, I would like to have electricity

☐ Have you been a vendor at our festival?

☐ Yes, I would like an additional 6' table for \$20

Total cost: _____

Food vendor fee is due with this agreement.

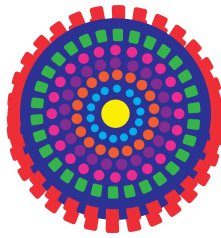
Please note that your application is incomplete without your payment!

For Office Use only:

Staff Authorization:

Payment Rec'd:

Approval:



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IN COLLABORATION WITH THE MEXICAN GENERAL CONSULATE, AND THE ATLANTA HISTORY CENTER

DIA DE MUERTOS VENDOR APPLICATION FORM

PLEASE INDICATE THE GENERAL CATEGORY OF YOUR GOODS: (Check all that apply)

ART	<input type="checkbox"/> Original Fine Art	<input type="checkbox"/> Original Crafts	<input type="checkbox"/> Other:	
APPAREL/ACCESSORIES	<input type="checkbox"/> Original Designs	<input type="checkbox"/> Manufactured Items	<input type="checkbox"/> Other:	
FOOD	<input type="checkbox"/> Main Courses	<input type="checkbox"/> Side Items	<input type="checkbox"/> Desserts	<input type="checkbox"/> Beverages
OTHER	Other 1:	Other 2:		

PLEASE PROVIDE A DESCRIPTION OF YOUR PRODUCTS:

NEW VENDORS Photos of your booth/set-up and/or products would be appreciated. Please attach if available.

LIST GENERAL PRICE POINT(S) OF GOODS SOLD: (If food vendor, include menu with prices)

DESCRIBE YOUR BOOTH'S RELEVANCE TO THE EVENT: (How do your products support the theme of the festival?)

RETURN
COMPLETED
APPLICATION
& PAYMENT
TO:

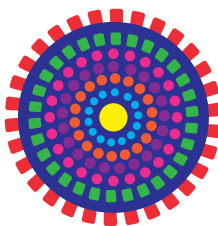
Institute of Mexican Culture
2585 Acorn Ave NE
Atlanta, GA 30305
404-314-4147 (p) | 1-888-856-9551 (fax)
info@instituteofmexicanculture.org

APPLICATION CHECKLIST

- | | |
|---|---|
| <input type="checkbox"/> Completed Application | <input type="checkbox"/> Images of Products/Booth |
| <input type="checkbox"/> Health Certificate (food vendors only) | <input type="checkbox"/> Menu (food vendors only) |
| <input type="checkbox"/> Payment | |

Name: _____ Date: _____

Signature: _____



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SUNDAY, OCTOBER 29TH, 2018 AT 12-5PM

THE ATLANTA HISTORY CENTER 130 WEST PACES FERRY RD, NW, ATLANTA, GA 30305

INFO: INFO@INSTITUTEOFMEXICANCULTURE.ORG TEL: 404-314-4147

FOOD VENDOR: \$675 / ARTISAN: \$365
CORPORATE TABLE \$485

****Please note that your vendor registration will not be complete until payment has been processed.**

Total cost from previous page: _____

Method of payment to:

☐ Check (enclosed with application) ☐ Money Order (enclosed with application)

☐ Credit Card ☐ Debit Card

Card number: _____ Expiration: _____

Name as it appears on card: _____

Optional Donation

☐ Yes, I would like to add a tax-deductible donation of \$ _____ to my vendor fee to support the mission of the Institute of Mexican Culture.

Signature: _____ Date: _____

Contact name: _____ Contact phone: _____

Contact address: _____ City, State Zip: _____