



**WOMEN WHO
ROCK NASHVILLE
VENDOR PROPOSAL**

GALA VENDOR

Greetings! We are so excited that you have decided to partner with “Women Who Rock Nashville” as a vendor. Below are a few details to help you prepare for our EXTRAVAGANT AWARDS GALA:

EVENT DETAILS:

- Saturday March 26, 2022
- Grand Hyatt Hotel - 1000 Broadway- Nashville, TN

ATTIRE:

- This is a black-tie event, so please dress appropriately
- Absolutely no jeans and/or sneakers will be allowed
- We fully understand if you desire to wear attire advertising your business, but we do ask you to please wear a blazer/jacket and accessories to dress it up
- Feel free to “dress comfortably” while unloading/setting up your booths, but we do ask that you please change into your Awards Gala attire no later than 4:00 pm and we thank you in advance!

PARKING:

- WWRN is not responsible for parking arrangements
- Since this is a weekend and you never know about downtown Nashville traffic, we STRONGLY encourage you to be there in plenty of time
- Hotel Valet parking will be available, there are paid parking lots within blocks of the Grand Hyatt Hotel- OR after unloading your items, you may park on the street for FREE where available (We are not responsible for any parking tickets obtain)
- Regardless of where you decide to park, please make sure that your vehicle is secured and remember that “Women Who Rock Nashville” is not responsible for items left inside of your car.

BOOTHS:

- Set-up time is promptly between 11:00 am - 2:30 pm (please have assistants available to aid you in setting-up and breaking-down)
- Please have your booth ready no later than 3:00 pm with all items in place. We ask that you place any items not being used at the time underneath your table or place them in your car
- We will provide you with a 6 ft. table, a black tablecloth & 2 chairs
- *PLEASE NOTE: you are allowed up to two (2) people to operate your booth. Anyone attending the Gala inside of the ballroom “must” purchase a ticket in advance (no tickets will be sold the day of event)
- Event tickets are \$200 which includes Dinner, \$250 VIP tickets includes Dinner, Open Bar and SWAG BAG and can be purchased on our website at www.womenwhorocknashville.org
- For electrical purposes, you will be responsible for providing your own extension cord and tape to secure your extension cord.

To register please go to
www.womenwhorocknashville.org

GALA VENDOR

RED CARPET:

- The Red-Carpet event will be from 4:00 pm – 6:00 pm.
- We will have several photographers and videographers on site
- The Red-Carpet event will consist of those who have purchased VIP/SWAG BAG tickets
- We are anticipating this to be a grand event and you will be able to showcase your products to those who are there early for the Red Carpet, we will have you come in on stage to represent your brand (someone will let you know when it's time)

FOOD:

- Please remember that outside food is not allowed in the Event areas. However, there are a few restaurants available inside of the Grand Hyatt Hotel if you desire to purchase food.
- Water is the only beverage that will be allowed at your booth unless other food/drink items are directly associated with your business that you are advertising.

ADDITIONAL ITEMS:

- Please note that there are no refunds on your vendor booth payments
- **VERY IMPORTANT:** Women Who Rock Nashville are not responsible for any stolen merchandise. Please have someone at your vendor table at all times.
- Also, Women Who Rock Nashville will not be responsible for any money transactions (check, credit card & cash app payments included)

CONTACT INFORMATION:

Please contact via email at wwrn615@gmail.com or phone at 706-489-9522 no later than 6pm March 8, 2022, to let her know the exact name of your business and what products/services that you will display at your booth. We want to make sure that we have everyone's information promoted and advertised correctly.

On behalf of Tanya Davis-Thirkield and The WWRN Team we thank you again for supporting this great cause and we'll see you at the Gala!

Charles Sneed
Charles Sneed, Event Coordinator

To register please go to
www.womenwhorocknashville.org

5K VENDOR CONTRACT

Thank you for your interest and support of our Inaugural 5K Benefit Walk/Run held @ Shelby Park we look forward to bringing our audience to shop with you!

The Cost for Vendors are \$150.00, and Food Trucks are limited, and the cost is \$200.00.

Food Truck or Vendor Name/Company _____
Contact _____
Mailing Address _____ State _____ Zip _____
Facebook Page _____
Instagram _____
Type of Vendor : Food Truck _____ Trailer/Cart: _____
Table/Tent: _____

Do you need electrical access? _____ Do you use Propane? _____
Do you use Deep Fryers? _____

Logo required: Please email your company logo so we can promote your participation in the event at wwrn615@gmail.com.

Do you have Insurance? _____ If so, please provide a copy of Certificate of Insurance with application.

Space Assignments will have been assigned to you. A map will be given to you two weeks prior to the event via email.

Safety: All trucks and food vendors must have fire extinguishers. Trucks using propane must have an extinguisher with a min. UL Classification of 2A 40BC. Trucks with deep fryers must also have an additional extinguisher with classification of 2A "K".

LOAD IN will take place on March 5, 2022 from 4am-6am. LOAD OUT will be at the closing of the event. It is very important that everyone arrive on time between the hours listed. Event will start at.

Cancellations: The application is a non-refundable; however, any vendor that does not plan to attend for any reason should let the event planner/produce know within 2 weeks of the event. Any vendor fails to show up or cancel without proper notice will not be invited to future events as a vendor unless permitted by Tanya Davis and/or Charles Sneed.

To register please go to
www.womenwhorocknashville.org

GALA VENDOR CONTRACT

Company Name: _____

Contact Person: _____

Address: _____

Phone: _____

Email: _____

Description of items to sell: _____

Please send your company logo to: wwrn615@gmail.com

If you would like to attend Women Who Rock's Red Carpet, Dinner/Award Gala, After Party tickets are available at www.womenwhorocknashville.org please note: if you participate in any of the events mentioned, you must have a representative of your company to be always at your vendor booth.

To become a Vendor, the fee is \$250.00. 50% deposit (\$125.00) is required to secure your vending spot and is due upon receipt of signing up. Remaining balance is due March 15, 2022 (space is limited). If you are interested, please go to www.womenwhorocknashville.org.

Further questions, please contact Tanya Davis at 615-926-9935/Charles Sneed at 615-917-4294 or via email at [womenwhorocknashville.org](http://www.womenwhorocknashville.org).

We accept Credit Card, Debit card, and PayPal

Women Who Rock Nashville and/or their affiliates will not be held responsible for any liability, lost, or stolen damaged merchandise or any injury incurred during the Gala.

Women Who Rock Nashville will not be responsible for any cash, credit, or check transactions between vendors and customers.

Signature of Vendor

Date: _____

