



Greetings! We are so excited that you have decided to partner with [501c3], “*Women Who Rock Atlanta*” as a vendor. Below are a few details to help you prepare for our **EXTRAVAGANT AWARDS GALA**:

EVENT DETAILS:

- Sunday, March 1, 2020
- COBB Galleria Centre – 2 Galleria Pkwy SE – Atlanta, GA

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:

- WWRA is not responsible for parking arrangements
- Since this is a weekend and you never know about downtown Atlanta 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 COBB Galleria Centre – **OR** after unloading your items, you may park on the street for FREE
- Regardless of where you decide to park, please make sure that your vehicle is secured and remember that “*Women Who Rock Atlanta*” is not responsible for items left inside of your car.

BOOTHS:

- Set-up time is promptly between 11:00 pm – 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 (\$100 for general admission tickets, \$150.00 for VIP tickets and \$200 for SWAG BAG tickets) 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

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

FOOD:

- Please remember that outside food is not allowed in the Event areas. However, there are a few restaurants available inside of the COBB Galleria Centre 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 Atlanta & 501c3 are not responsible for any stolen merchandise. Please have someone at your vendor table at all times.**
- **Also, Women Who Rock Atlanta & 501c3 will not be responsible for any money transactions (check, credit card & cash app payments included)**

CONTACT INFORMATION:

Please contact our Vendor Coordinator, (796) 489-9522 via email at womenwhorockatlanta@gmail.com no later than **6pm Friday, February 28, 2020** 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-Thirkfield, we thank you again for supporting this great cause and we'll see you at the Gala!