THE OFFICIAL

QUEENS DAY Atlanta

Saturday, September 27th, 2025

11:00 A.M. - 7:00 P.M.

Dear Vendor,

Thank you for your interest in participating in Queens Day ATL 2025! We are excited to have you as a vendor at this highly anticipated event. Please review the following information and submit the attached form. We look forward to seeing you!

Sincerely,

Eric Lunce & Queens Day ATL staff

Application Process

To begin your application, please review this document in its entirety. Once finished, complete and sign the attached Vendor Application Form. In order for your application to be finalized, a non-refundable

application fee of $75.00 will be due after your application is submitted.

Once your application is submitted, Queens Day ATL staff will review your application and respond with payment information. Upon approval of your application, a staff member will reply with an approval notice and additional instructions. Please note that a 50% deposit of the booth cost will then need to be paid by **August 1, 2025** to reserve your space. The remaining balance must be paid by **September 1, 2025**. Refer to the *Deposit & Payments* section below for more information.

If your application is not approved, any deposits made will be refunded. Refunds will be issued within 3-5 business days following notice that your application was not approved.

To submit your application for review, please send the signed and completed copy of the Vendor Application Form to QUEENSDAYATL@GMAIL.COM with "VENDOR APPLICATION" in the subject line of the email.

Note: Due to the volume of vendor applications, any applications submitted that do not adhere to the submission instructions may not be reviewed or approved.

Fees

Application	$75.00
Retail Vendor	$225.00
Food Vendor	$325.00
Generator Access	$75.00
Insurance	$125.00

Policies and Requirements

Deposits & Payments

Upon approval of your application, a deposit of 50% of the booth cost will be due on or before August 1, 2025. The booth cost will be determined by the booth type and any add-ons selected on the application form. See below for an example of how your deposit will be calculated. The $75 application fee is not shown as it will be paid at the time of your application submission.

Food Vendor	325.00
Insurance	125.00
Generator Access	75.00
Total:	$525.00
Deposit (50%):	$262.50

The above food vendor requiring generator access and insurance will have a booth cost of $525.00. This means that a deposit of $262.50 would be due on or before August 1, 2025, and the remaining $262.50 would be due on or before September 1, 2025.

Once the application fee, initial deposit, and the remaining balance has been paid, an invoice will be generated and sent to you via email. You will also receive a certificate which authorizes you to participate as a vendor during Queens Day ATL. Please keep a copy of this certificate with you at all times during the event; either in paper or electronic format.

If full payment is not received by September 1, 2025, Queens Day ATL staff reserve the right to assign the space to another qualified vendor. Any fees and/or deposits paid previously will not be refunded.

The application fee of $75.00 is non-refundable.

Parking

Parking is only allowed in designated areas. Queens Day ATL staff will provide parking instructions along with your approval notice.

Food Trucks

If you wish to bring a food truck, please contact a staff member via QUEENSDAYATL@GMAIL.COM for further information.

Policies and Requirements Continued

Booth Setup & Staging

Vendors may arrive as early as 8:00 A.M. on the day of the event (September 27, 2025) to begin setting up. Booth setup, signage, etc. must be completed by 10:30 A.M. Vendors will need to provide their own food/merchandise, equipment, tents, etc.; however, generator access is available for an additional fee.

All vendors are required to use tents, and all tents must be secured with no less than 10lbs of weight. This is to ensure tents remain stationary in the event of a storm or strong winds.

Vendors may only sell items described in the *Description of Products and/or Services* section of the application form. For example, if clothing is provided as the description of goods being sold, then only clothing may be sold.

Vendors are required to display their Queens Day ATL vendor certificate in their booth at all times during the event. If you do not have a vendor certificate, or lose your certificate, you will not be permitted to set up a booth or sell during the event.

Cancellation

In the unfortunate event that you need to cancel your reservation, the request for cancellation must be submitted in writing to QUEENSDAYATL@GMAIL.COM on or before September 1, 2025. Cancellation requests will be reviewed and approved at the sole discretion of Queens Day ATL staff. Upon approval, a refund will be issued within 3-5 business days following confirmation that your cancellation was received and approved. The refund will include any fees or deposits paid, minus the application fee. Application fees are non-refundable.

To ensure your request is received and reviewed in a timely manner, please add "VENDOR CANCELLATION REQUEST" to the subject line of your email. Cancellation requests received after September 1, 2025 will not be approved and a refund will not be issued.

Fines

Vendors may be subject to a fine of no less than $100.00 for reasons including, but not limited to, the following:

- Parking in areas other than those designated by Queens Day ATL staff
- Improper cleanup after the event has ended (e.g. leaving trash, equipment, etc.)
- Selling alcohol without written permission from Queens Day ATL staff and applicable documentation/licensure

Note: Vendors will not be allowed to attend future events until the fine is paid in full.

Terms

Terms of Agreement

The scope of engagement portion of this vendor agreement provides both parties an area to acknowledge all terms regarding the services the vendor will provide.

Independent Contractor

The Vendor shall be considered an independent contractor. This vendor agreement does not establish an employer/employee relationship between the Client and Vendor, and no such agreement shall be established at any time.

Jurisdiction

This vendor agreement shall be under the jurisdiction of the laws of Georgia. Therefore, all legal proceedings shall be conducted in the above state.

Termination

Either party may terminate this vendor agreement by providing written notice to the opposite party by September 1st, 2025. A full refund of all money paid for Vendor Slot/Booth will be provided. The $75 application processing fee is non-refundable.

ENTIRE UNDERSTANDING

This vendor agreement and any attachments shall be considered the entire agreement and shall constitute the termination of any prior agreements, including any written or verbal agreements. This agreement by and between Queens Day ATL Owners (Client) and (Vendor) will be considered agreed and valid upon completion of the attached agreement by both parties. All activities and services provided by the Vendor will be supervised by Queens Day Atlanta staff and/or volunteer(s) and will be applicable to the listed terms and conditions.

If you have any questions, or need more information, please contact the Queens Day ATL staff via QUEENSDAYATL@GMAIL.COM

Queens Day ATL Vendor Application Form

Please print clearly

VENDOR NAME
CONTACT NAME
BUSINESS NAME & ADDRESS
EMAIL ADDRESS
PHONE NUMBER
EMERGENCY CONTACT NAME & PHONE NUMBER

Booth Type (Check Only One)

RETAIL BOOTH	
FOOD BOOTH	

Add-ons

INSURANCE	
GENERATOR ACCESS	

Description of Products and/or Services

Name:	**Date:**
Signature:	