

ALABAMA A&M UNIVERSITY



ALUMNI ASSOCIATION, INC.

P O Box 1717

Normal, Alabama 35762

[www.aamualumni.org](http://www.aamualumni.org)

Dear Prospective Vendor:

We are pleased to offer you the opportunity to serve as a vendor for the 2017 Magic City Classic Weekend which will be held at Sheraton Birmingham Hotel, 2101 Richard Arrington Jr. Boulevard North, Birmingham, Alabama 35203, and the phone number is (205) 324-5000. Please contact the hotel directly if you would like to make a room reservation.

Eight vendor slots are available on a first come, first serve basis. Space is not guaranteed until payment is received. Vending hours are set for (vendors may set their hours during these times):

- Friday, October 27<sup>th</sup> from Noon to 10 p.m.
- Saturday, October 28<sup>th</sup> from 9 a.m. to 10 p.m.
- Sunday, October 29<sup>th</sup> from 9 a.m. to 1 p.m.

To be eligible you must adhere to the following:

- Submit application and non-refundable payment of \$350.00 for the event by October 9, 2017. Application and payment submitted **after October 9, 2017, the payment of \$400.00** is due. **After October 25, 2017, and on-site, the payment of \$450.00** is due. Two (2) tables will be provided, additional tables are \$75.00 each (maximum tables allowed is 4).
- Secure a license from the City of Birmingham, Jefferson County, and the State of Alabama – no exceptions. Provide copies of each license with your application/payment submission.

Vendor fees may be paid two ways:

- Online by paying your fee via PayPal @ <http://www.aamualumni.org/eventpay.html>, please include vendor name, email address, and phone number in the comments box.
- Via certified bank check or money order to: Alabama A&M University Alumni Association, Inc., P. O. Box 1717, Normal, AL 35762.

If there are questions or concerns, please contact Joyce Harris, Vendor Point of Contact at [jharrisga@hotmail.com](mailto:jharrisga@hotmail.com) or 404.803.1796.

**AAMU ALUMNI ASSOCIATION, INCORPORATED**  
**VENDOR APPLICATION**  
[www.aamualumni.org](http://www.aamualumni.org)

Date \_\_\_\_\_

Vendor Name \_\_\_\_\_

Company  
Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Check applicable category:

\_\_\_\_\_ Authorized Vendor (the fee is \$350.00 to \$450.00 based on submission date)

\_\_\_\_\_ Additional tables (\$75.00 X # Tables)      Total amount enclosed \$ \_\_\_\_\_

- The vendor station and staff shall be clean and orderly; and shall comply with all applicable laws and regulations. Vendor may not tape, glue or attach any signs or banners to the wall surfaces or hang any items from walls or doors. The hotel's bell carts are not to be used as clothing display racks.
- Indemnification: Vendors display, exhibit, and store property at their own risk. AAMU Alumni Association, Inc. & the Sheraton Hotel do not assume any responsibility for loss or damage to Vendor property.
- Please send your completed application along with the additional information shown below to [jharrisga@hotmail.com](mailto:jharrisga@hotmail.com) or to Alabama A&M University Alumni Association, Inc., P. O. Box 1717, Normal, AL 35762.
  - Your business card
  - Copies of your business licenses from the City of Birmingham, Jefferson County, and the State of Alabama
- Pay applicable non-refundable fee either online or by mail.

Confirmation will be provided via email once payment is received.