



The Giving Tables

Hosted by the CCS Charity Guild

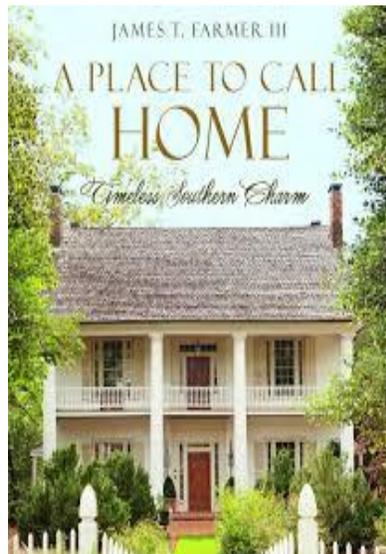
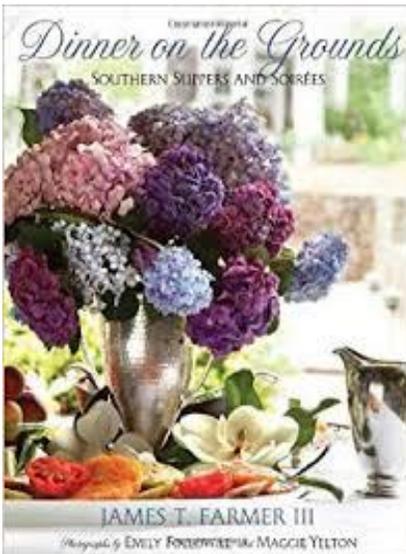
VENDOR OVERVIEW

The Country Club of the South (CCS) Charity Guild is hosting the first annual Giving Tables, a celebration of tablescapes and charitable giving on November 8th at Atlanta Athletic Club (AAC).

The Giving Tables will include approximately 35 professionally decorated tables in the beautiful ballroom, with at least 300 guests attending. Tables will be elaborately decorated by professional designers, event planners, florists and artists. This will be the perfect venue to showcase talented artisans who will sell their home décor, gifts, jewelry, gourmet foods, fashion, pet accessories.



James Farmer, our luncheon speaker, is a renowned designer, author and thought leader. His work has been featured in *Southern Living*, *House Beautiful*, *Traditional Home*, *Flower* and more. He has published eight best-selling books. As a frequent speaker and guest on television, James' Southern grace and warm personality light up any room. At the Giving Tables, James will create a wonderful arrangement and tablescape while entertaining guests with personal anecdotes and designing tips.



VENDOR INFORMATION

We are excited about the opportunities for high quality vendors to display and sell merchandise for our morning of shopping! CCS Charity Guild Giving Tables is an excellent opportunity to both sell your merchandise and promote your brand.

- The vendor area will be among the first things Giving Tables 300+ guests will see upon checking in. AAC has allocated the entire entrance area and all surrounding rooms for our vendors. This will include the board room, living rooms, studies and a large dining room. Vendors may also have “standard” rectangular tables in the hallways, and the rotunda.¹
- Charity Guild volunteers will act as “curators” for each vendor category. This will ensure that vendors have a personal Charity Guild contact and merchandise is optimally displayed.
- Vendors will be featured in Giving Tables social media.
- Vendors are encouraged to provide raffle merchandise and/or items for guests’ swag bags—all swag to be approved by Giving Tables committee.
- Vendors will be included in Giving Tables program and on video screens throughout the day.
- **The cost for vendor space is \$100.** Checks for placement fees should be made payable to CCS Charity Guild.²

Overview of Day and Timing

7AM	Set up may begin. All vendors should have merchandise in place by 10AM
10AM	Guest will begin to arrive and will flow through the ballroom and vendor areas
Noon	Guests will be seated at the decorated table for luncheon
12:30PM	Vendor tear down
1PM	James Farmer presentation—all vendors are welcome to attend

Vendor Curators and Display Options

To serve our vendors and ensure the best mix of merchandise, CCS Charity Guild has identified vendor category curators. The curators will:

- Serve as personal liaisons between you, the Charity Guild and AAC
- Understand your display requirements and identify space within AAC to best optimize your display
- Ensure the optimal mix of vendors in each category

AAC will provide a standard rectangular 4 ft x 6 ft table with a white cloth, a 60 inch or 72 inch round table or a piece of furniture in one of the beautiful AAC living rooms, such as a coffee table, desk or credenza. The more you can tell us about your products and how they will best be displayed, the better we can meet your needs. If a living room or study set up is used, specific table covering options will be discussed with the vendor.

Vendors should submit to provide their own set up, fixtures etc. appropriate for the AAC environment. Displays may not exceed 8 feet in height. Access to electricity is limited and cannot be guaranteed.

¹ Specifically the Oakmont Room, Tommy Barnes Sr. Room, Jones Room, Hoylake Room and Scott Hudson Study

² CCS Charity Guild is a non-profit 501c3 organization. Your donations are tax deductible to the extent allowed by the law. Tax ID number: EIN/Tax ID 58-1857318

Vendor Application and Contract

Friday, November 8, 2019
10AM until 12:30PM

1. Vendor Name: _____

2. Vendor Phone Contact: _____

3. Vendor Email: _____

4. Please select your category from the list below:

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> Home Décor | <input type="checkbox"/> Gourmet Food and Catering |
| <input type="checkbox"/> Fashion | <input type="checkbox"/> Pet Accessories |
| <input type="checkbox"/> Jewelry | <input type="checkbox"/> Gifts and Miscellaneous |

5. Please provide a brief description of your business/merchandise that will help our committee understand your unique offering as well as be used in promoting The Giving Tables.

6. Email 3 color photos of merchandise similar to those you will be offering at the Giving Tables

7. How much space and what type of space is needed to optimize display? Would you prefer one or two 4x6 tables, a round table, a living room display using a piece of furniture?

If you would like a specific environment for you display (living room, study, skirted table), we will try to accommodate requests. **Space allocation will be based on our curators' assessments and on date of payment receipt.**

8. **The cost for vendor space is \$100** -- 100% of Vendor Placement Fee will be donated to the 2019 CCS Charity Guild charities. ³ Checks for placement fees should be made payable to CCS Charity Guild.

Your Giving Tables Vendor Contact: _____

Please mail this form and vendor placement fee to:

CCS Charity Guild
Giving Tables Vendor
3000 Old Alabama Road
Suite 119-342
Johns Creek, GA 30022

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