

Dear Vendor/Seller,

The Point Family Resource Center presents....

The PFRC Community Street Market

**This event will take place October 10, 2026, from 8:00a - 4:30p
3269 Old Concord Road, Smyrna, GA 30081 (middle lot)**

It's time again for our annual outreach and fundraising event and we would be delighted to have your help with our continued mission to help assist our community with initiatives and referral services that help address the overall mental, emotional, and physical well-being of those we serve.

While much of our hard work has resulted in remarkable improvements in many lives, we want to have a greater impact and a more sustained reach, and we need your and the community's help to get there. **WE ARE LOOKING FOR 35-40 VENDORS to help us reach our fundraising goal of \$5,000.00.**

WHAT CAN YOU EXPECT FROM THIS EVENT

- ❖ The opportunity to choose the space to exhibit your items for maximum exposure
- ❖ Timely updates and reminders for all participants
- ❖ Comprehensive marketing and advertising campaign (social media, signage, flyers, etc.)
- ❖ Opportunity to engage with the community on a large scale to promote your business
- ❖ You will be supporting an excellent organization and the community

To participate as a vendor all you need to do is complete and return the vendor application with your check made payable to The Point Family Resource Center by **September 12, 2026** or register and scan our QR code to make your payment online. Note that your registration is complete when the form and fees are received.

If you have any questions, please contact the event administrator via email at familyresourcehighpoint@gmail.com 470 588-7038. We look forward to your participation in helping us make **The PFRC Community Street Market** a successful event.

Sincerely,

Sonya Womack
Event Coordinator

EVENT DETAILS

DATE: Saturday, October 10, 2026, from 8 am – 4:30 pm (middle parking lot of Highpoint Christian Tabernacle)

MERCHANDISING

- ❖ While Vendors are free to sell whatever type merchandise they choose, we are asking that respect is given to the venue where the event is being held.
- ❖ No alcohol or drugs are allowed for sale in any form medicinal or recreational
- ❖ All items should be appropriate for families and children

A confirmation of participation notification will go out no later than **September 26, 2026**.

VENDOR FEES & REQUIREMENTS

The vendor fee for this event is **\$75** which must be submitted by **September 19, 2026**. Vendors assume responsibility for all materials brought to the event and neither The Point Family Resource Center, Highpoint Christian Tabernacle nor their representatives will accept liability for injuries to persons or damages to property while participating in the PFRC Community Street Market.

BOOTHS

Booth space measures 10'x10'. Your tent must be 10'x10' or smaller. Larger tents are not permitted as space at the event is limited. Vendors are responsible for providing their own tent, supplies, and materials. **POWER IS NOT PROVIDED.**

ROAMING FEE

For \$25 per person, (with or without a booth), the seller can roam the event to hand out menus, business cards, coupons, or giveaways to help attract people to their booth. A special 'roamer' badge indicates authorized roamers. Anyone passing out materials without a roamer badge will be escorted from the event. The names of these individuals should also be included in the vendor application, if possible.

SET UP/BREAKDOWN/CLEAN UP

Vendors will receive their booth assignments along with maps, approximately one week prior to the event. Designated parking for vendors will be posted. Great care should be taken to secure your vehicles as the event organizers and their representatives will not be responsible for theft or damage incurred while on the property. **Set-up will start at 7:30 am. Breakdown will start at 4:00 pm.** Vendors should be prepared for early arrivals. **Final clean up should occur no later than 5:00 pm.**

Please note that vendors who wish to dump items they don't sell will be responsible for making those arrangements. We want to take care to leave the property in the same or better condition as when we arrived.

Please bring rolling carts or hand trucks to transport your goods from your vehicle to your booth site, as access for vehicles within the market space is limited. You will not be able to drive up to your space for set-up.

****NOTE: This is a rain or shine event. Once accepted into the event, all fees paid are nonrefundable.**