

# EVENT VENDOR APPLICATION FORM

## EVENT INFORMATION

<b>EVENT TITLE</b>		<b>REGISTRATION DEADLINE DATE</b>
Mother's Day Brunch		4/30/2026
<b>EVENT LOCATION NAME</b>		<b>EVENT DATE(S)</b>
St. Paul's Episcopal Church		
<b>EVENT ADDRESS</b>		<b>ACCEPT/REJECT NOTIFICATION DATE</b>
21 Hackett Blvd, Albany NY 12208		
<b>PHONE</b>	<b>FAX</b>	<b>EVENT MANAGEMENT POINT OF CONTACT EMAIL</b>
518-253-2391		floraekippinsfoundation@gmail.com
<b>EVENT ID. if applicable</b>		<b>EVENT WEBSITE</b>
n/a		Floraekippinsfoundation.org

## EVENT SCHEDULE

VENDOR MOVE-IN	EVENT HOURS	VENDOR MOVE-OUT
12:15	1pm to 5pm	5pm

## EVENT DESCRIPTION

A Mother's Day Brunch with Special Guest Speaker – Albany Mayor Dr. Dorcey Appylrs, guest singer, DJ, raffle and games.

## VENDOR SPACE INFORMATION

SIZE OF VENDOR SPACE		BASE COST
1 8x8 table		\$30
WHAT WE PROVIDE	WHAT VENDOR WILL NEED TO PROVIDE	AVAILABLE FOR A FEE
Space for 1 8x8 Table and chair	Table and appropriate covering	

ADDITIONAL INFORMATION REGARDING EVENT SPACE AND AMENITIES

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BASE FEE AND ADDITIONAL ITEM FEE PAYMENT INFORMATION

Payment can be made on our website thru our donation link, Cash App-\$FEKF
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<b>PAYMENT METHOD</b>		Website/Donation		Cash App		Cash
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VENDOR INFORMATION

<b>VENDOR NAME</b>			<b>REGISTRATION SUBMISSION DATE</b>
<b>ADDRESS</b>			
<b>PHONE</b>	<b>FAX</b>	<b>EMAIL</b>	
<b>VENDOR ID. if applicable</b>		<b>WEBSITE</b>	

VENDOR DESCRIPTION

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<b>NAME</b>	<b>TITLE</b>
<b>SIGNATURE</b>	<b>DATE</b>