

Guest Vendor Program

Concierge Services of Atlanta

3715 Northside Pkwy.
Building 200, Suite 440
Atlanta, GA 30327

Vendor Relations

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What is a Guest Vendor?

Guest Vendors are those people or companies that are invited by the Property Manager and/or Concierge to sell their goods to the occupants of a building that has a contract with CSOA.

Guest Vendors Guidelines

- 1) You must provide at least two property management references for Class A commercial buildings where you have successfully shown your merchandise.
- 2) Your merchandise must not include any branded or non-branded designer "knock-offs," and must be deemed appropriate for sale by the Property Manager and/or Concierge.
- 3) Your merchandise must be on-hand and available for immediate "cash & carry" sale. Catalog sales representatives are not permitted to be Guest Vendors.
- 4) Representatives of direct sales or multi-level marketing companies are not permitted to be Guest Vendors.
- 5) Tenants and relatives of tenants of the building are not eligible to be Guest Vendors.
- 6) You must to pay the minimum exhibit fee and percentage of sales. (When applicable)
- 7) Guest vendors must provide their own tables for the show. (When applicable)
- 8) You must provide table linens for all of the tables you use. Linens must come to the floor so that the table legs do not show. Linen colors and designs must match and/or coordinate.
- 8) Occupants of CSOA buildings prefer Guest Vendors, who accept credit cards for payment, however, this is not mandatory.
- 9) CSOA strives to offer our tenants a wide variety of vendor shows and prefers to schedule shows seasonally and around holidays. Therefore, Guest Vendors will be allowed to hold a maximum of three (3) shows per calendar year at any one CSOA building.
- 10) You must provide a certificate of liability insurance and sign our License Agreement.

Selection of Guest Vendors is at the discretion of the Property Manager, whose decision is final.

Vendor Signature _____ Date _____

Company Name _____

Guest Vendor Application

Concierge Services of Atlanta
3715 Northside Pkwy.
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Today's Date: _____

Your Name: _____

Phone Number: _____

Company Name: _____

Fax Number: _____

Address: _____

E-mail: _____

City, State, Zip: _____

Website: _____

How long have you been in this business? _____

Your References: Please list two references with phone numbers for merchandise sales that you have held at other Class A commercial properties.

Your Merchandise: Please provide a description of your merchandise, including approximate price points.

Your Availability: Please tell us when you would like to plan your event and if it is more appropriate near a particular holiday.

How did you hear about Concierge Services of Atlanta?

Please provide pictures (if possible) of previous shows where you have participated.

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