

2025 VENDOR APPLICATION

BENEFITTING THE NATIONAL MUSEUM OF AFRICAN AMERICAN MUSIC

VENDOR OPPORTUNITY

BENEFITTING THE NATIONAL MUSEUM OF AFRICAN AMERICAN MUSIC



Prepare to step back in time and immerse yourself in the glamour and elegance of the Regency era at the 2nd Annual Queen's Empire Ball, and afternoon tea to be held on May 17th at Belmont University in Nashville, Tennessee.

Inspired by the beloved Bridgerton series, enjoy not one – but two enchanting events – an afternoon of elegance and charm featuring a sumptuous tea party, refreshing mimosas, and a Bridgerton shopping experience; followed by an evening of grandeur and sophistication as guests don their finest Regency era attire and mingle amidst the stunning backdrop of the Fisher Center, transformed into a scene straight out of 19th century London.

To the Esteemed Merchants and Purveyors of Fine Goods,

Her Majesty cordially invites applications from distinguished vendors to participate in the upcoming Queen's Empire Ball and accompanying Tea and Croquet event. We seek those whose wares and services align with the refined sensibilities of the Regency era, to enchant and delight our esteemed guests.



For More Information Contact: Brenda Ross (615) 506.8337

Submit form to: info@queensempireball.com





VENDOR APPLICATION

Should you possess the artistry and elegance to grace this occasion, we entreat you to complete this application with due diligence.

VENDOR DETAILS
Merchant's Name (Business Name):
Proprietor's Name (Your Name):
Address of Establishment:
Contact Upon Which We May Rely (Phone Number):
Correspondence Address (Email):
A Brief Description of Your Products: Describe in detail the nature of your offerings, ensuring they align with
the Bridgerton/Regency theme.
Visual Presentation: Describe how your booth or display shall reflect the aesthetics of the era.
Participation Desired: (Select all that apply) [] Tea and Croquet Event (\$150) [] Queen's Empire Ball (\$250) [] Full Day (Both Events) (\$300) [] 10x10 Tent Rental (\$75) [] 6ft table and 2 chairs rental - required for Gala in the evening (\$25)
Total:
Website or Online Presence (If applicable):
Any Other Particulars You Wish to Share:
Terms and Conditions Acknowledgment:
I,
[]I Accept
Signature of Merchant:

Submit form to: info@queensempireball.com

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THE QUEEN'S EMPIRE BALL





Tent Requirements

Vendors have the option of supplying their own tent. Belmont University requires that tents be weighted and cannot be staked into the ground. You must supply your own tent-weights, which must be at least 20 lb on each tent leg.

*Note that tents must confirm the event aesthetic (white or pastel) and contain NO logos.

Electricity

No power is available on site. If you require power, you must supply your own generator. This should be indicated on your application.

Venue Rules

The following rules apply to everyone using Belmont University facilities including Vendors:

- a. Smoking is not permitted in any building on Belmont's campus.
- **b.** Alcoholic beverages and illicit drugs may not be possessed, distributed, or consumed.
- **c.** Illegal, indecent, obscene, profane, or immoral language or conduct is prohibited.
- d. No outside food may be brought onto campus.

Insurance Liability

Vendor assumes all responsibility for loss, theft or destruction of goods, or personal injuries to itself, its employees, agents, representatives or visitors. Vendors are responsible for their own personal and product liability insurance.

Permits and Licenses:

Vendors are responsible for obtaining any necessary permits or licenses.

Media and Promotion

Vendor agrees to CHOMCO's promotional, non-commercial use of its images and the images of its workers, agents and staff in photographs, video, film or other media depictions of the Event.

Inclement Weather

This event will take place rain or shine, with no refunds.

In the event of inclement weather, the Queen's Tea will move from Freedom Plaza to the McWhorter building.

Information regarding **Load-In** and **Load-Out** will be provided upon application approval and payment receipt.

THE QUEEN'S EMPIRE BALL

A BRIDGERTON THEMED GALA

VENDOR COSTS

Tea and Croquet: \$150 Queen's Empire Ball: \$250 Full Day (Both Events): \$300 Tent Rental (Optional): \$75 6ft table and 2 chairs: \$25

Vendors may bring their own tables and chairs for the afternoon event.

Tables and chairs for the evening event must be reserved and rented through CHOMCO.

VENDOR REQUIREMENTS

No Food/Beverage or Alcohol/ Recreational

Bridgerton Theme Alignment:

- Vendors must offer products or services that align with the Bridgerton/Regency-era theme.
- Displays and booth setup should also reflect the theme.

Application and Approval:

- Vendors must submit an application with details about their business and products.
- Applications will be reviewed and approved by the event organizers.

Setup and Breakdown:

Vendors are responsible for setting up and breaking down their own booths within designated timeframes.

Booth Space:

- Vendors will be assigned a specific booth space and displays should reflect the theme.
- A white or pastel **10ft x 10ft** tent is required for Tea and Croquet if necessary.

Product Quality and Presentation:

Products must be of high quality and presented in an attractive manner.

Staffing:

Vendors must staff their booths at all times during event hours.

No Subletting:

Vendors are not permitted to sublet their booth space.

Payment of Vendor Fees:

- Vendor fees must be paid in full within 48 hours of approval.
- Payment can be received via payment link that is sent upon application approval.

OR

Make check payable to **CHOMCO EVENTS**

And mail to: CHOMCO 1009 15TH AVE., So. Nashville, TN 37212