



Winterville Marigold Festival

May 16, 2009 – Winterville, Georgia

Vendor Application

The Winterville Marigold Festival is now held on the third Saturday of May. The next Festival will be Saturday, May 16, 2009.

We are seeking vendors in the following areas:

Arts & Crafts – juried show; items must be made by exhibitor

Art On The Lawn – working artists, set up in a grassy area separate from other vendors

Horticulture – garden and landscape plants & seeds

Specialty Items – nuts, grains, jellies, candles, soaps, etc.; items must be made by exhibitor

Food Vendors – southern and old-fashioned foods, traditional fair foods

If you have questions or need further information, please check our website www.MarigoldFestival.com, email us at marigoldfestival@gmail.com, or call us at 706-742-FEST (3378).

all information is required and must be legible - please print

Vendor Name: _____ Contact Person _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Website: _____

Day Phone: (_____) _____ Alternate Phone/Cell: (_____) _____

Vendor Type (check one): Arts & Crafts Horticulture Specialty Items Food

*If interested in Art On The Lawn program or other demonstration opportunities,
please email (marigoldfestival@gmail.com) or call (706-742-3378).*

Items to be sold (must be a complete list – use additional sheet if necessary):

Signature: _____

Booth Space Information: Unless specified otherwise, booth spaces are 10'x10', with additional space available at the same rates for each additional 10'x10' area. Vendors must provide their own tent, tables, and all other booth apparatus including equipment needed for loading/unloading and electrical cords. Please bring tent weights (not anchors); tents without weights must be removed if weather dictates. Booths cannot be sublet. Not all booths will have electricity available. If electricity is needed, please indicate your need in the Fees and Deadlines section.

Setup / Breakdown / Cleanup: Vendors must check in upon arrival. Festival hours are 9 am until 5 pm, and early breakdown will not be permitted. Vendors must arrive either Friday, May 15 between 5 pm and 8 pm OR Saturday, May 16 between 5 am and 7 am. **Due to road closures, all vendors must arrive no later than 7 am on Saturday.** Late-arriving vendors will not be allowed in and will forfeit all fees paid. All vehicles must be removed from the vendor area by 8:15 am.

Booths must be set up and open at 9 am. Booths must remain open and staffed until 5 pm.

You are responsible for cleaning up your booth space. Every item you bring must be removed by you. You cannot leave debris, boxes, etc. at your space.

Parking: Designated parking areas will be provided for vendors. One parking permit per vendor will be provided; please let us know if you will be bringing additional vehicles. Upon approval of application, an information package will be sent, including maps and the parking permit.

Fees and Deadlines: Applications submitted without the fee **will not be accepted.** Vendors not approved for participation will receive a refund of the fee paid. Please make checks payable to: **Winterville Marigold Festival, Inc.** and mail to PO Box 306, Winterville, Georgia 30683. CHECKS ONLY, NO CASH!

Description	Fee per 10'x10' Space	Number of 10'x10' Spaces	Extended Price
Arts & Crafts	\$50		
Horticulture	\$50		
Specialty Items	\$50		
Food	\$100		
Art On the Lawn	<i>call or email</i>		
Non-Profit Groups – Food	\$60 by 12/15**		
Any other type booth	<i>call or email</i>		
Electric (per plug)	\$10		
Total Due - include with application			

** We are offering food vending opportunities to non-profit groups at a special rate of \$60. Applications must be received by December 15 to qualify for this special rate.

Advertising: Vendors will receive recognition in the Festival program booklet and on the Festival website. Display advertisements in the program booklet are available at an additional charge.

Sign that you have read and understand this page: _____

****application continued on next page****

****you must sign and return every page****

Application Requirements: Please sign in the section corresponding to the area in which you are applying.

Arts & Crafts and Art On The Lawn Vendors will be selected using a Juried Format. Selection is based on quality and workmanship of product, and original & creative ideas. An attractive display and the incorporation of marigolds in its layout will also be considered. The selection process will be as follows:

- Applications received by February 1 (with booth fee) will be reviewed and applicants notified on February 15.
- Applications received between February 2 and March 1 (with booth fee) will be reviewed and considered as space permits, and those applicants will be notified on March 15.

Vendors not selected will receive a refund of the fee paid with their decision letter.

Please include with application 3 – 4x6 photos of your product(s), artist at work, and/or booth set-up. At least one photo must be a close up of your product(s). Photos cannot be returned.

All items must be the work of the exhibitor. Buy and sell items are strictly prohibited. Only items listed on application are to be offered for sale.

Artists interested in the Art On The Lawn program, please contact us by phone or email before submitting your application.

Arts & Craft and Art On The Lawn vendors, signature: _____

Horticulture and Specialty Item Vendors will be selected based on quality and workmanship of product, and original & creative ideas. An attractive display and the incorporation of marigolds in its layout will also be considered. The selection process will be as follows:

- Applications received by February 1 (with booth fee) will be reviewed and applicants notified on February 15.
- Applications received between February 2 and March 1 (with booth fee) will be reviewed and considered as space permits, and those applicants will be notified on March 15.

Vendors not selected will receive a refund of the fee paid with their decision letter.

Please include with application 3 – 4x6 photos of your product(s) and booth set-up. At least one photo must be a close up of your product(s) and one must be of your booth set-up. Photos cannot be returned.

All items must be the work of the exhibitor. Buy and sell items are strictly prohibited. Only items listed on application are to be offered for sale.

Horticulture and Specialty vendors, signature: _____

Food Vendors will be selected based on attractiveness of display and food offerings adhering to our requirement for southern-style, old-fashioned, or country fair type foods. Our goal is to offer exclusivity of food offerings; therefore, you may only offer foods you have listed on the first page of the application and only those that we have approved. The selection process will be as follows:

- Applications received by February 1 (with booth fee) will be reviewed and applicants notified on February 15.
- Applications received between February 2 and March 1 (with booth fee) will be reviewed and considered as space permits, and those applicants will be notified on March 15.

Vendors not selected will receive a refund of the fee paid with their decision letter.

Please include with application 1 – 4x6 photo of your booth set-up. Photos cannot be returned.

Food vendors are responsible for complying with all State of Georgia health and safety regulations. Please complete the Food Service Permit application available on our website. Submit the application to the Marigold Festival; **do not** submit your Food Service Permit application to the Athens-Clarke County Health Department.

Food vendors, signature: _____

General Rules & Regulations for All Vendors:

We reserve the right to determine the location of booths to maximize variety of vendors.

No refunds will be given once you have been accepted as a vendor. If your application is declined by the Festival committee you will receive a complete refund.

Any electric generator used on site must be quiet so as not to distract the stage performances or neighboring vendors. Festival Management will have sole discretion in determining if any electric generator is noisy and may order its removal from the Festival area. No loud speakers, amplified boom boxes, or portable bullhorns are allowed.

Vendors asked to leave the festival for unacceptable behavior will forfeit his or her fees and will not be allowed to attend future festivals.

Non-Profits, other organizations and candidates for State, Federal and Local offices MAY NOT hand out materials – please contact us for information on booth space for this type of activity.

Any points not covered elsewhere in this document are subject to settlement by Festival Management.

Vendor is responsible for any harm, bodily damage, or property damage from or to their equipment, cooking hardware, material, employees or volunteers.

In the event of unforeseen problems at the site, I agree to comply with the requests of the Festival Management or public officials (police, fire) to alter operations or move to another booth space as deemed necessary by these authorities. Vendor agrees to indemnify and hold the City of Winterville and Winterville Marigold Festival, Inc. harmless for any claims, losses, or liabilities arising from vendor's acts, omissions, negligence, or misconduct.

The City of Winterville and Winterville Marigold Festival, Inc. or its agents or assigns are not responsible for any personal injury to the exhibitor or its agent or for the safety of the exhibits against theft, fire damage, accidents or other causes. The exhibitor is encouraged to take all steps, measures, and precautions as necessary to protect its agents, exhibits, displays and property against all possible injury, damage, loss or destruction, during set-up and breakdown, during festival hours, and during non-festival hours.

With my signature I affirm that I have read and agree to the terms of the Vendor Application, understand them, and will comply with these terms and all Festival logistics requirements. I understand that any violation of these rules and regulations will void the agreement for booth space, and vendor will forfeit all moneys which have been paid. The Winterville Marigold Festival reserves the right to terminate the agreement for booth space. Written notice to terminate the agreement is not required.

With my signature I hereby release and agree to hold harmless the Winterville Marigold Festival, Inc., the City of Winterville, and any volunteers from any damage to the undersigned’s property or any personal injury which he/she or helpers may sustain while participating in the Marigold Festival.

Business Name

Applicant’s Name (please print)

Signature

Date

*If you have questions or need further information, please call the Festival Hotline at **706-742-3378**. This is a voicemail service and is checked at least once a day. Please leave your name and contact phone number and we will contact you as soon as possible. You may also email us at **marigoldfestival@gmail.com**.*