

Butts County Chamber of Commerce

P.O. Box 147

Jackson, GA 30233

6 May 2019

Dear Business owner, Organization, or Vendor:

Although it's Spring, the Butts County Chamber of Commerce is already preparing for this coming Fall season in "Georgia's Outdoor Capital." Among the Chamber of Commerce Fall events to be held at Jackson's Historic Courthouse Square are: "Scare on the Square" (scarecrow exhibit and contest) and "The Great Pumpkin Walk" (for elementary school children); information about both of these events will be available in August.

The Chamber is also excited to host the *2019 Butts County Fall Festival*, October 26, 2019, from 10:00 A.M.-4:00 P.M. at the Jackson Square. The festival will feature arts/crafts, hand-made items, Georgia Made/Grown products, local food, antiques, furniture, jewelry, gardening/horticulture, area business promotions, entertainment, and tourism information in a family-friendly atmosphere.

You can participate in the festival by sponsoring the festival (sponsor information will be available in July) or by renting a vendor space(s). **We are now accepting vendor applications for the 2019 Butts County Fall Festival and invite you to apply.**

We also encourage you to "spread the word" about the 2019 Butts County Fall Festival. Additional applications can be downloaded from our website www.buttschamber.com (under the events tab), emailed by contacting catherinejones@buttschamber.com, or picked up at any of the following locations:

Butts County Chamber of Commerce, Suite 600, Administrative Complex, 3rd Street, Jackson
Flovilla City Hall, 308 Heard St., Flovilla
Jackson City Hall, 135 S. Mulberry St., Jackson
Jenkinsburg City Hall, 208 Maple Dr., Jenkinsburg

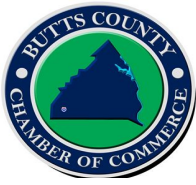
Please refer to the vendor deadline and pricing schedule on the following page. Vendor spaces are limited, and this year, vendors will be juried. Upon receipt of your application, merchandise/product pictures and the jury process, all vendors will be notified by email. If you are accepted, we must receive your payment within 21 days of the notification date. If payment is not received, your spot will be given to a vendor on the waiting list. While the Chamber will not grant exclusivity to any particular vendor or product, we will make all efforts to limit duplication, so you will have a positive and profitable experience.

If you have any questions, please contact me.

Sincerely,

Catherine Jones

Catherine Jones
Butts County Chamber of Commerce
Executive Director
catherinejones@buttschamber.com
(770-775-4839)



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Butts County Fall Festival Vendor Application and Agreement

2019 Butts County Fall Festival Vendor Agreement

(Please retain this agreement for reference)

SPONSORSHIP Opportunities: Sponsorship information will be sent out in July and will be accepted on a first come first serve basis with preference given to Chamber members. All sponsorship applications and payment is due no later than September 26, 2019. If you would like sponsorship information prior to July, please contact: catherinejones@buttschamber.com

VENDOR Application/Space Rental /payment (see chart below):

The Butts County Chamber of Commerce must receive the completed application, and at least 4 pictures of the products to be sold/displayed/demonstrated, one of which should have the vendor in the picture. Applications without pictures will not be considered.

The Festival Committee will jury and accept applications as long as space is available. All applicants will be notified by email after receipt of your application/pictures and the jury process. **DO NOT SEND PAYMENT WITH YOUR APPLICATION.**

Vendor fees are based upon when the Butts County Chamber of Commerce receives the application/pictures and whether you are a Chamber member. If accepted, your vendor fee must be received within **21 days after the emailed acceptance notification.** Once all spaces are taken, other vendors will be placed on a waiting list.

Vendor space area is limited to a 10 x10 foot space. If the vendor needs more than a 10 x10 foot area, additional booth space may be purchased. An additional \$25.00 fee will be charged for electrical use. *The 2019 Butts County Fall Festival* will make all efforts to ensure that additional spaces are adjacent to each other.

Registration Received by:	Chamber Members ONLY- Arts/Crafts/promo/food	Non-Members Arts/crafts/promo RETURNING	Non-Members Arts/crafts/promo NEW	Non-Member FOOD	Electricity- ALL
May-June 2019	\$ 65.00	\$ 85.00	\$ 95.00	\$ 95.00	\$ 25.00
July 2019	\$ 75.00	\$ 100.00	\$110.00	\$125.00	\$ 25.00
Aug.- Sept.16, 2019	\$ 85.00	\$ 110.00	\$125.00	\$150.00	\$ 25.00
Sept.17- 30	\$ 90.00	\$ 135.00	\$135.00	\$160.00	\$ 25.00

Space Occupancy: Should the vendor need to leave his booth on a “break,” he may assign a responsible person to man his area in his absence. The Chamber nor any of its agents will be responsible for lost or stolen items. The vendor agrees to sell or work from the confines of his/her assigned booth and may not solicit business nor impede traffic on sidewalks. No vendor may pass out any flyers or display any signage other than from or at his assigned booth space.

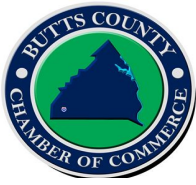
Vendor Provisions: The vendor agrees to provide his own weighted canopy, tables, chairs, products, displays, outdoor electrical extension cords etc., which must fit within the allocated 10x10 foot area. Canopies must be constructed of materials to withstand inclement weather conditions, and all tent legs adequately weighted down, as most areas will probably be on asphalt/concrete. No stakes may be used to drive into concrete or asphalt. The vendor is solely responsible for any and all damage(s) caused by their canopies, chairs, tables, equipment, etc. If power is needed, the vendor may pay an additional \$25.00 fee use of city electricity, and must bring outdoor extension cords. The vendor may opt to bring a quiet generator (at his or her own expense). If your generator, however, is deemed to be disruptive or hazardous to others, you must agree to discontinue its use.

Arts/Crafts/Entertainment Vendors: No flea market items are allowed (No Exceptions). Items for sale should be hand-crafted or home-grown to qualify, and you must be detailed in your application as to what items or services you will sell.

Promotional Vendors: Exhibitors may provide information about their service or organization. No selling of goods and no receiving of money in any way is permitted at the festival. Any raffles must be listed on the application and no money can be charged for a raffle ticket or free give-away. Any community business exhibitor receiving any money will be disqualified from future festivals. Community business exhibitors can give away water or other items free of charge. You may also collect information from potential customers.

Food Vendors : Once accepted, all food vendors must review the “Food Safety at Non-Profit Temporary Events” pamphlet, which will be forwarded to you with any other necessary paperwork.

Sales Tax: Vendors are solely responsible for collecting and reporting their own sales tax for any merchandise sold at the festival.



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Butts County Fall Festival Vendor Agreement (p.2 of 2)

Exclusivity: *The Butts County Fall Festival* will not grant product or brand exclusivity to any vendor; however, all efforts will be taken to limit duplication of similar items and brand names.

Alcohol/Cigarettes: No alcohol may be brought to or sold at the event unless you have procured and completed the necessary alcohol permit(s) paperwork from the City of Jackson, State of Georgia, and DOR. Please contact us immediately if you plan to sell or serve alcohol, so we can forward you the appropriate packet to complete and submit. All paper work must be completed prior to the September 30th.

As a courtesy to attendees, we ask that you refrain from smoking or do so away from the vendor area, main stage or children areas. No cigarette butts may be thrown on the ground. Please help us by keeping our community clean.

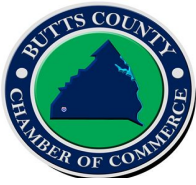
Insurance: *The Butts County Fall Festival* does not offer nor provide individual vendor insurance coverage nor shall the Chamber of Commerce, Butts County, or the city of Jackson assume liability for any losses that may occur. Vendors are urged to insure their equipment and products at their own expense. *The Butts County Fall Festival* reserves the right to hold vendors accountable for any damages caused by the vendor, its associates, or by their provisions, through accident or intent.

Eviction of Vendor: The Butts County Chamber of Commerce Board of Directors and Executive Director, the City of Jackson, Butts County, or their designee(s) reserve the right to move, discontinue, limit participation of, evict from the event, and regain immediate possession of allotted space from any approved vendor for cause, including, but not limited to, a breach of this Agreement and/or for behavior which is, or might be judged as, detrimental to the successful operation of *The Butts County Fall Festival* or that which infringes on other vendor's rights. Any such judgment is final.

Release of liability: By signing the *Butts County Fall Festival* Application/Agreement, the vendor hereby waives any claim for incidental or consequential damages or compensation resulting from the liability to use the premises. You also agree to waive, release, indemnify, and forever discharge and hold harmless the Butts County Chamber of Commerce, its agents, volunteers, sponsors, Butts County, GA, and the City of Jackson for any injury, theft, loss of life, or damage to any property that may occur to any vendor or his associates from any cause whatsoever, foreseeable, unforeseeable, including those resulting from negligence or fault, without regard to hazards which may exist, whether hidden or obvious. This agreement is based upon the relationship between the parties and shall not be assignable by operation of law without the Butts County Chamber of Commerce Board of Directors consent.

Accepted Vendors- Day of the Festival Information: *The Butts County Fall Festival* is open to the public from 10:00 AM- 4:00 PM, Saturday, October 26, 2019. Once a vendor's application has been accepted, the space fee is non-refundable and non-transferable. Barring dangerous life-threatening conditions, the *Butts County Fall Festival* will be held rain or shine with no refund due to weather. Vendors must agree to follow the timeline of arrival and departure listed below.

- **Arrival/check in:** All vendors **must arrive** at the *Festival* check-in table located at the Jackson City Hall next to the city parking lot located on Oak Street and 3rd Street between **7:00 AM-8:15 A.M.** At that time, you will receive your vendor ID pass, your space number, and an event map.
- **Unloading:** After check-in, the vendor should **immediately drive to his assigned vendor space and unload**, and then move his vehicle to a permitted parking area.
- **Parking:** All vendor **vehicles** must be unloaded and moved from the vendor area to the designated parking area **by 9:00 A.M.**
- **Set-up:** Vendors may continue to set up their booths/tents after parking by 9:00 A.M., but all booths must be **set up and occupied** by the vendor **by 9:45 A.M.**
- **Clean-up:** The vendor is responsible for removal of all trash and waste from his booth area into the appropriate trashcans or dumpsters, and all boxes should be broken down and placed beside the event's dumpsters or trashcans. All areas should be returned to the condition in which they were found. The event staff will periodically come by with a trash cart to assist you during the day.
- **Pack up begins at 4:00 P.M. :** Vendor booths should remain open until 4:00; no early pack-up is allowed unless the Chamber Executive Director makes an exception. When the event is officially over, please break down your display and pack up your booth **BEFORE** bringing your vehicle to your booth area. We must allow all attendees to exit the vendor area before we can allow vendor vehicles into the vendor area. All vendor vehicles must exit the vendor area by 6:00 PM, so we can re-open the area to general public traffic.



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2019 Butts County Fall Festival Vendor Application

Directions: The 2019 *Butts County Fall Festival* is an outdoor event, rain or shine. Please read all information detailed in the "Vendor Agreement" before completing, signing, and submitting your application. Type or print neatly the information. Do not leave any area blank or assume we already have your information (Place N/A if the information requested does not apply). **Send the completed application and required 4 pictures to: Butts County Chamber of Commerce, P.O. Box 147, Jackson, GA 30233** or drop off the application/pictures at the Chamber located at **625 W. 3rd Street, Suite 600 Jackson, GA**. If accepted, your fee is based on when the Chamber receives all your information, so please allow time for mailing time.

Name of Primary Vendor Contact:

Name of Organization/Company:

Address:

City/State:

Zip:

Email:

Website:

Cell Phone:

Home/Business Phone:

Are you a Chamber member?

of times as a vendor at the Festival (formerly Jackson Alive)

Number of 10 x 10 spaces needed

Is electricity needed?

Will you use a generator?

Merchandise Category: (food, arts/crafts, antiques, clothing, cosmetics, promotional, entertainment)

List all products to be sold, displayed, distributed, or demonstrated. (Attach at least 4 pictures of your products.)

Indicate any special requests (Indication of the request doesn't guarantee our ability to accommodate):

By signing below, you agree, that if selected to participate, you and your representatives will adhere to all terms set forth in the separate "Butts County Chamber of Commerce Fall Festival Vendors Rental Agreement" and any conditions or rules posted by the Chamber of Commerce, Butts County, City of Jackson, DOT, or DOR.

Primary vendor signature

Date

(Festival Staff use only)

Date application and pictures received: _____ Date of emailed acceptance: _____ Date of email rejection: _____

Spaces _____ x fee _____ + electricity _____ = amount due _____

Payment Received: _____ Amount paid _____ check number _____ Bank _____

Alcohol forms included: _____ City approval: _____

Approved: _____ Note: _____ Entered into spreadsheet: _____ Space #: _____