

Pine Tree Festival 2017 Vendor Information

PLEASE READ CAREFULLY.

To better serve our guests and visitors in 2017, we are making a few changes in our policies. We are transitioning over to a better overall appearance while maintaining quality items. It is important to remember not everyone can have the prime spot, the same spot as years past, or the same high profit items. The festival committee will be responsible for making judgement calls and will be as fair as possible.

Vendor applications & contracts can be submitted via mail (*Attention: Donna Haddock, 102 South Main Street, Swainsboro GA 30401*), email (donna@goemanuel.org) or fax (478-237-7460). Please be aware that submissions will not be assigned a location spot until payment is received. (If you email or fax your paperwork, you must send payment via mail to the address above.) Only check or money order is accepted. Required paperwork and payment must be received or postmarked by April 15, 2017. Anyone requesting to become a vendor following this date is subject to an additional \$50 late fee per space needed.

Vendor acceptance notification will be sent via mail, email and/or telephone. Once *vendor spots are assigned*, there will be no refunds unless approved by the Pine Tree Festival Committee. Refunds will only be considered in the event of an emergency.

A booth photo must accompany your application. This photo should show items you plan to sell and the neatness of your set-up. This photo will be considered in the acceptance of your vendor application. Each vendor must present a neat and professional appearance. The photos become the property of the Pine Tree Festival and will not be returned. Photos may be used for publicity. Photos may be mailed with your application or emailed. Please make sure your photo is labeled with your name and contact information. All vendors (past participating vendors included) must submit a photo.

Upon arrival at the festival, vendors are required to check-in inside the Chamber of Commerce, 102 South Main Street, Swainsboro GA. This brick building is the only building located on Patriot's Square – look for the palm trees and feature water fountain in the center of town. Vendor information packages, including vendor wrist bands will be given at this time. Only 2 vendor bands will be supplied per vendor. Additional wrist bands for extra workers will be available at check-in for a cost of \$3 each and must be purchased at the time of check-in. Wrist bands identify paid vendors and must be worn. Vendors without wrist bands will be asked to leave.

Vendors are expected to participate fully for the amount of time indicated on their application and agree to be present for those scheduled festival hours. Vendors should be prepared for inclement weather as there will be no refunds due to weather conditions. Vendors are asked not to dismantle their booths before the festival ends because this is disruptive to shoppers and other festival vendors.

No vehicles are allowed to stay within the vendor area following set-up. All vehicles must be removed by times indicated on application. Any vehicles remaining will be removed at the owner's expense.

Electricity is NOT supplied. Anyone caught plugging into outlets in the vendor area will be asked to leave and will forfeit their vendor fee. Low noise or quiet generators are required for all vendors needing electricity. Water is also not supplied for vendors; however, there is a working sink at the back of the vendor area. Harvey's Supermarket and Pinetucky Meats are both within walking distance for any needed food supplies.

Vendors are responsible for all necessary display props such as tables, chairs, table covers, etc. Tables should be covered to the ground and all packing material should be placed underneath the table or kept out of the vendor area. Vendors are required to keep assigned spaces clean and litter free.

The Pine Tree Festival Committee will do its best to separate food vendors from arts & craft/clothing vendors.

Allotted space will be strictly enforced; therefore, booth display should NOT exceed the established boundaries of 12' wide by 12' deep. Any vendor needing additional space will be expected to reserve 2 or more spaces as needed. Canopies, tents, trailer hitches, connecting wires, and/or tie-down ropes must be contained within the vendor assigned space. Vendor set-up MUST fit in the allotted space! Anchors should be weights and not stakes of any kind. Prices for up to 2 booths are provided on the application. All additional booths will cost \$75 each.

Vendors must list all items to be sold on the application. The Pine Tree Festival Committee will work hard to avoid over duplication of all vendor items. Please note: All foods/items listed on your application may not be accepted. You will receive notification of items approved for sale at booth and only those items may be sold.

Vendors displaying merchandise not listed on their approved applications will be asked to remove the items at the discretion of the festival committee, which is the sole judge as to the suitability of an applicant's merchandise. The Pine Tree Festival Committee reserves the right to refuse space to an exhibitor who does not comply with vendor rules.

No offensive noise distractions allowed in the vendor area – this includes music of any kind, toy noise makers, snaps or poppers, etc.

Items you are not allowed to sell at your booth: toy guns, snaps or poppers, silly string, or other novelty items. Real guns, machetes and/or swords will not be allowed. The Pine Tree Festival Committee strives to emphasize handcrafted items at the festival.

Vendors have the choice of 1-Day or 2-Day participations. Friday, May 5th is the annual Rhythm & Pines musical event in the downtown area. This event begins at 6 PM and lasts until at least 11 PM. Saturday will begin early with a 5K and 1 mile fun run beginning at 8 AM and follow with a parade at 10 AM. Following the parade, there will be plenty of time for shopping!

*2-Day Participation is as follows:

Check-in is Friday, May 5th from 1 PM to 5 PM. This is the only time frame allowed for Friday check-in. Downtown streets will be closed to vehicular traffic Friday afternoon at 5 PM. All set-up must be complete & vehicles removed from the vendor area by 5 PM. BE ADVISED: full time overnight security is NOT provided but police surveillance will take place periodically throughout the night. Vendors should safely store valuables for protection. Vendors should leave a table/chair, etc. to block off their vendor space overnight. Saturday morning check-in begins early and it is important to make sure your area is secure.

*1-Day Participation is as follows:

Check-in is Saturday, May 6th from 6 AM to 7:30 AM. This is the only time you are allowed to check-in. Downtown streets will be closed to vehicular traffic Saturday morning at 7:30 AM. All set-up must be complete & vehicles removed from the vendor area by 7:30 AM.

Name of Applicant _____
(individual or business) responsible for booth

Contact Name (if different from above) _____

Address _____
Mailing Address _____ City _____ State _____ Zip _____

Phone Contact _____ Cell _____

Email _____

Vendor vehicle's make, model, tag number _____

Booth Request:

***2-Day Participation Choice:** (Please check the option you choose below.)

Option #1 _____ I plan to participate both Friday & Saturday with one (1) booth. Cost = \$100.00

Option #2 _____ I plan to participate both Friday & Saturday with two (2) booths. Cost = \$175.00

***1-Day Participation Choice:** (Please check the option you choose below.)

Option #3 _____ I plan to participate Saturday ONLY with one (1) booth. Cost = \$75.00

Option #4 _____ I plan to participate Saturday ONLY with two (2) booths. Cost = \$150.00

Are more than 2 booths needed? If so, how many? _____ (Additional booths are \$75 each.)

Please select the category which best describes your vendor items for sell. Please be mindful of the prohibited sell items listed in the vendor information.

_____ F = Food/Drinks/Ice _____ A/C = Arts & Crafts (handcrafted) _____ R =Retail _____ O =Other

Description booth items: (Be specific. Include all items you wish to be considered. All may not be approved to prevent over duplication. Those handing out items for free should also complete this part of the application.)

The vendor applicant hereby agrees that he/she has received, read, and complies with the regulations furnished by the Pine Tree Festival and acknowledge that the Pine Tree Festival, as well as the Swainsboro-Emanuel County Chamber of Commerce, the City of Swainsboro and the County of Emanuel are released and held free from liability for any loss or damage to person, property, costs, expenses, or loss of service on account of, while engaged in, or in any way growing out of the Pine Tree Festival. In addition, the applicant hereby agrees to defend, indemnify, and hold harmless those entities above, including their officers, agents, and successors, and assigns from and against any and all claims, demands, actions, or causes of actions, suits at law or inequity of any nature or character arising out of or any act of mission of the second party or its agents in the performance of rights, duties, and obligations of the second party under this agreement. The second party understands that the Pine Tree Festival, the Swainsboro-Emanuel County Chamber of Commerce, the City of Swainsboro and/or the County of Emanuel assumes no responsibility or liability for any property of the second party that may be located on the above-described premises. For, and in consideration of, permission to participate in the Pine Tree Festival the specified above shall be subject to acts of God, or any condition or circumstance beyond the control of the Pine Tree Festival. I also understand that I am fully responsible for any revenue/sales tax applicable for items sold at the 2017 Pine Tree Festival.

**Your signature below binds you to the above statement as well as an agreement to abide by all PTF vendor rules. Any violation of these rules will result in dismissal from all PTF events.

SIGNATURE _____
DATE

VENDOR CHECKLIST:

- _____ Read all information noting the deadline for applicants
- _____ Complete application
- _____ Sign application showing that you agree to all rules & regulations
- _____ Submit application along with signed agreement via mail/email/fax by deadline
- _____ Mail check or money order to address provided by deadline
- _____ Mail/email photo of booth set-up by deadline

Make check/money order payable to <u>Pine Tree Festival, Inc.</u>		
Vendor Chair: Donna Haddock donna@goemanuel.org 478-237-6426 102 South Main Street, Swainsboro GA 30401		
For PTF use only:		
Date Rec'd _____	Amt. Rec'd _____	Check/Cash/MO _____
Notification Date _____	Approved/Denied _____	Location _____