

# Baxley-Appling County Festival

September 16, 2023



**WHERE:** Appling County AG Center, 2761 Blackshear Hwy., Baxley, GA 31513

**WHEN:** Saturday, September 16th, 10am-6pm

**SET-UP:** Vendors must be set up NO LATER than Saturday @ 8AM.

**DEADLINE:** Applications should be submitted by Friday, August 18, 2023, 5pm

**NO LATE FEE WILL BE ASSESSED**

**NO APPLICATIONS WILL BE ACCEPTED AFTER AUGUST 18, 2023**

**VENDOR SPACE:** See Application for details on vendor pricing. Booth space is 15x15 (including all wires, stakes, poles, etc.) Your roof must be able to withstand wind, rain and other inclement weather. You must secure your booth in case of windy conditions. All items being sold or displayed must be contained within booth space.

**REQUIREMENTS:** Vendors will not be allowed to leave the premises until after 6PM on Saturday. Your booth must be neat, attractive and well-maintained. Signage with visible and clear pricing is required. You are responsible for setting up, maintaining and removing your own booth, merchandise and trash. Food Vendors are required to abide by state and local food, health and safety regulations and could be subject to inspection. Mobile Food Service Establishments permitted in any county within the State of Georgia shall have that permit recognized in all other outside counties within the state. Vendors using generators must have a quiet model (Honda, predator, etc.) **NO FLEA MARKET OR YARD SALE ITEMS**

**APPROVAL PROCESS:** All applications will go before the Tourism Board of Directors for approval. All vendors are required to provide a detailed description of merchandise, menu, rides/games and booth. **Photos of your merchandise and vending operation are required. Incomplete applications will be automatically denied. We will not accept applications via fax or email. Full vendor fee must accompany the original application and must be submitted via mail or in person.** The Board reserves the right deny any application without explanation.

**Payment methods: Cash, Money Orders, Certified Checks: (No personal or business checks)**

***WE ARE UNABLE TO ACCEPT CREDIT CARDS AT THIS TIME. Sorry for the inconvenience.***

**Make Money orders or Certified Check payable to: Baxley Appling County Board of Tourism**

**VENDOR PARKING:** A designated parking area will be available for vendors.

## **CONTACT US:**

Mailing Address:

Appling County Board of Tourism

305 West Parker St. Baxley, GA 31513

Phone: (912) 367-7731

Email: [events@baxley.org](mailto:events@baxley.org)

## **APPLICATION CHECKLIST:**

- Application
- Payment *(make checks/money orders payable to: Appling County Board of Tourism)*
- Food Menu
- Detailed description of merchandise
- Photo of your booth and merchandise

**KEEP THIS COVERSHEET FOR YOUR INFORMATION**

# Baxley-Applying County Festival

Vendor Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Day-of Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City / State: \_\_\_\_\_ Zip: \_\_\_\_\_

All Vendors are required to provide a detailed description of merchandise, menu, rides/games or information to be sold or distributed. **Photos of your merchandise and vending operation are required.** **NO FLEA MARKET or YARD SALE ITEMS.** All vendor spaces are 15 x 15. Please indicate in the space below the number of spaces you require. Vendors who are unsure which category they are in should call BEFORE submitting an application. ***\*Vendor applications are subject to Tourism Board approval.***

**Informational Vendors** are defined as vendors who are not selling products, they are promoting a cause, service, or product by giving away free samples or information.

**Artisan Vendors** are defined as vendors who are selling new, unused products. They are skilled-craft workers who make or create items by hand that may be functional or strictly decorative. For example; furniture, decorative arts, sculptures, clothing, jewelry, honey, candles, handmade products, metal art, hand carved wood products, and other handmade items. A broad range of items that enhance the festival experience and exhibit high quality and uniqueness are desired.

**Retail Vendors** are defined as any vendor selling new, unused items that may be purchased wholesale for the purpose of retail sales. Additionally these items would not qualify as artisan products.

**Food Vendors** are defined as any vendor selling a food or beverage item.

**Amusement Vendors** are defined as activities that are games of chance or skill, group or individual activities and rides/inflatables.

## Vendor Booth Fees

(pricing is per each 15 x 15 space, indicate number of spaces below)

_____ Food	\$100
_____ Information	\$25
_____ Amusement	\$25
_____ Retail	\$25
_____ Artisan	\$25
_____ Local Artisan	\$25

For assistance selecting correct category please call our office at (912) 367-7731.

## Electrical Fees/Information:

**NO ELECTRICITY PROVIDED**

*\* If you use a generator, it must be a quiet generator.*



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Will you be processing sales with debit / credit cards? Yes / No

Are you a tented Operation? Yes / No

Are you a self-contained (Trailer/ RV) operation? Yes / No

Other: Please explain: \_\_\_\_\_

Please state the dimensions of your cart, tent or trailer: Example: (10'x20')

Frontage (in feet) \_\_\_\_\_ Depth (in feet) \_\_\_\_\_

If a trailer, from which side do you operate: Circle One: Back Side / Driver Side / Passenger Side / Not Applicable

**Please attach a picture of your merchandise vending operation.**

## Applying County Festival Acknowledgement Agreement

Liability for Loss or Theft: The owner or custodian of property, of any kind, brought to the Applying County Festival, either for exhibit or for other purposes, assumes as a condition of its admission to the event, all risk of and responsibility for its loss, damage or theft. The Applying County Board of Tourism and its officers, employees, and volunteers cannot and will not accept responsibility or liability for any damage or injury resulting from theft, fire, the elements, accidents, or other conditions of causes, whether to exhibitors, property of concessionaires, vehicles on the grounds and articles left therein, or any property of any nature whatsoever. Exhibitors, concessionaires and others having property on the grounds during and after the Applying County Festival, should make their own arrangements for guarding and protecting their property. The undersigned agrees that Applying County Board of Tourism will not be liable for any damage, loss, or injury to the undersigned's property or any personal injury, which they or their employees may sustain while engaged at this festival, September 16, 2023.

Weather Policy: No Vendor will be allowed to break down their booth early unless a formal weather announcement is made (\*on stage) by the Applying County Festival Director. If you do not follow this weather policy, you will be ineligible to participate in future Applying County community festival events.

By signing this waiver, I/we agree that I/we will not hold any business, entity, organization or person liable for any injuries or illnesses caused by the inherent risk associated with COVID-19 at public gatherings and/or events during the 2023 Applying County Festival event including event dates/times and setup and breakdown dates/times.

Acknowledgement: I hereby acknowledge that I have read and understand and agree to abide by the General Rules, Liability for Loss or Theft, and Weather Policy as a Vendor at Applying County Festival scheduled for September 16, 2023. I understand by not abiding by these rules I will be ineligible to participate in future Applying County Festival Events.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Vendor Booth Fee: \$ \_\_\_\_\_ x # of booths: \_\_\_\_\_ = TOTAL ENCLOSED

**TOTAL ENCLOSED: \$ \_\_\_\_\_**

PLEASE RETURN APPLICATION & SIGNED ACKNOWLEDGEMENT TO:  
Applying County Board of Tourism, 305 West Parker St., Baxley, GA 31513