

2017 VENDOR APPLICATION & INFORMATION

Festival Day Saturday, October 21st 10am- 5pm
Entry Deadline August 25th
Jurying begins September 5th
Deadline to Cancel September 8th
Acceptance Notification goes out September 15th



Thank you for your interest in the 2017 Olde Town Fall Festival! We are delighted you are applying for this 37th annual tradition in historic Olde Town Conyers. Please review the information on the following pages, complete the application and submit with pictures and payment. We are so excited to see what this year's festival will bring!

Categories Include...

Arts/Crafts Vendors: All artwork must be original art and/or handmade by the artist or crafter. All artist and crafter applications will be juried. Acceptance is not guaranteed to anyone. **Each applicant must submit 5 color photos with your application.** One picture must represent your work as displayed; one picture must be a workshop photo (a photo of you working in your workshop or wherever you create your works of art); the other three pictures need to represent your items as an accurate representation in size, style and quality of work. Commercial, manufactured or kit merchandise is prohibited. If you are not selected, you will be reimbursed your booth fee. The festival will not have a waiting list. **This requirement is for everyone even if you have been a vendor before.**

Non-Profit Organizations: Groups may display literature/projects that the group undertakes and supports. Non-Profit groups wishing to sell items must NOT sell items that will compete with any hand-made item sold by an artist or crafter. Vendors must provide non-profit documentation with the application. Non-Profit applications will be juried. If not accepted, you will be reimbursed your booth fee. **This requirement is for everyone even if you have been a vendor before.**

Food Vendor: **Submit a total of three (3) photos.** These pictures must show an accurate representation of your booth and setup. If you are not selected, you will be reimbursed your booth fee. **This requirement is for everyone even if you have been a vendor before.**

Children's Activity Vendors: All activities must be family friendly. Each children's activity vendor must provide all inventory and personnel necessary for set-up through take-down and activities must be manned at all times. All children's activity applications will be juried. Acceptance is not guaranteed to anyone. **Each applicant must submit 5 color photos with your application.** One picture must represent your children's activity in an accurate representation in size, type, materials, prizes, and so on; one picture must be of someone completing the activity/game; the other three pictures need to represent up close activity/game, materials, and prizes. Water is not provided for activities and vendors must bring their own supply with them if needed. Activities, if motorized, inflatable or any other type deemed by festival organizers as necessary, will required the vendor to provide an insurance waiver with the City of Conyers listed on the certificate as additionally covered for the event. If you are not selected, you will be reimbursed your booth fee. The festival will not have a waiting list. **This requirement is for everyone even if you have been a vendor before.**

Please be aware that all vendors who apply to the Olde Town Fall Festival will be juried. As a result of the jury process, the Olde Town Fall Festival does not guarantee acceptance to those who have participated in past festivals.

If you have any questions after thoroughly reading **ALL** enclosed materials, please contact the Welcome Center at 770-929-4239 or Sandy.Fowler@conyersga.com. We appreciate your interest in the 37th Olde Town Fall Festival and look forward to receiving your application.

Sincerely,

Sandy Fowler

Sandy Fowler,
Olde Town Events Coordinator



FESTIVAL RULES AND REGULATIONS

1. Resale of wholesale items (buy/sell), commercially manufactured products, mass produced item and kits ARE NOT PERMITTED and will result in immediate dismissal without refund
2. **All vendors will be required to supply their own tents, chairs, tables, electrical cords, etc.**
3. Each booth space is up to a 10X10 feet in size. Each vendor must keep within the 10X10 (max) assigned space unless additional space has been purchased.
4. Arts and crafts vendors: Submit a total of 5 photos. One photo must represent your work as it is displayed; one must represent a workshop photo of the artist creating their work; the other 3 should represent your items as an accurate representation of your booth and setup.
5. Food vendors: Submit a total of 3 photos. These photos must show an accurate representation of your booth and setup.
6. **Non-profit organization must submit non-profit documentation with the application. If proper documentation is not provided, a non-profit rate will not be available. Documentation required annually. No exceptions. This also applies to political organizations.**
7. The APPLICATION DEADLINE IS Friday, August 25, 2017. **Applications postmarked after this date will be charged a \$15 late fee and will not be placed with the first jury selections.** This may result in certain categories closing prior to the next jury process with late applications taking place.
8. No alcoholic beverages are allowed.
9. Booths must be neat in appearance and not distract from neighboring displays. Each vendor is responsible for the removal of their own trash.
10. Vendors are not allowed to stake tents in asphalt or concrete in the streets of Olde Town.
11. Vendors are required to handle their own sales tax.
12. Booths must be manned at all times and exhibit their work for the entire festival day. **Vendors may not remove their work until the end of the festival day at 5pm.**
13. All vendors must sign a release form (attached) in order for the application to be accepted.
14. All artists and crafters must sign the Guarantee of Product statement (attached) in order for the application to be accepted.
15. **Electricity is a PAID amenity. You must pay when you apply.** Electricity consists of 55 volts per receptacle, not box. Electricity is extremely limited and cannot be guaranteed.
16. Gas powered generators are allowed in the festival area. We encourage the use of generators.
17. No music allowed in individual booths unless otherwise approved by the event coordinator.
18. **CHECK PAYMENTS for the festival registration are ONLY ACCEPTED IF RECEIVED BY OCTOBER 3, 2017.** Checks post-dated or returned unpaid by the bank will result in **IMMEDIATE DISQUALIFICATION** and a fee of \$35 will be charged. **Checks made payable to the City of Conyers.**
19. The Olde Town Fall Festival reserves the right to reject any organization whose presentation, goals or objectives may be offensive and not in the best interest of the community.
20. Vehicles are not allowed in the festival area after setup time is over or during the festival.
21. A vendor failing to meet all requirements and regulations may be asked to leave the festival area or will be disqualified.
22. Fully completed application, pictures, payment and non-profit documentation (if applicable) are required for the application to be considered complete. This requirement is for **everyone** regardless if you have been a vendor in the past. **NO EXCEPTIONS.**
23. **Do not unplug AP units in electrical outlets.** The outlets are for our Wi-Fi in Olde Town. Removal will cause a vendor to lose the outlet without a refund.
24. Adding items to your display or menu to sell that are not on your application is prohibited. Double check for accuracy and completeness prior to submission.

Please complete the following application and send with payment, photos and signatures. Please note that every effort will be made to accommodate the needs of each vendor, but no guarantees can be made due to limited space.

VENDOR NAME: _____ PHONE: _____

Arts & Crafts

Please circle a category/categories and provide a detailed description of your activity.

Accessories Clothing-Adult Games/Toys Metal Photography, Acrylics, Clothing-Children, Glass, Mixed Media, Plants/Live, Artist Prints, Fabric, Herbal, Musical, Scrapbook, Bags, Floral, Jewelry, Painting, Sculpture, Baskets, Food Gifts, Leather, Paper, Wood, Clay, Furniture, OTHER: _____

Describe the work to be exhibited (please be specific, include all items you wish to be juried). Include range of prices.

Use additional paper if needed

- If you need electricity, please list items that will use electricity: _____
- Number of **tent** booth spaces requested (10x10 max) _____ x \$100.00 each= _____
- Number of **table only** spaces requested (10x10 max) _____ x \$75.00 each = _____
- Electricity fee per receptacle _____ x \$20.00 each = _____
- Late Fee (if post marked after Aug. 25, 2017) \$15.00 = _____
- **TOTAL AMOUNT ENCLOSED=** _____

Non-Profit

Please circle what applies. Vendor will have... *items for sale* *display only* *demonstration*

Describe your activity: (please be specific, include all items or activities you wish to be juried) **Use additional paper if needed**

- If you need electricity, please list items that will use electricity: _____
- Number of **tent** booth spaces requested (10x10 max) _____ x \$75.00 each= _____
- Number of **table only** spaces requested (10x10 max) _____ x \$50.00 each = _____
- Electricity fee per receptacle _____ x \$20.00 each = _____
- Late Fee (if post marked after Aug. 25, 2017) \$15.00 = _____
- **TOTAL AMOUNT ENCLOSED=** _____

Food

Please attach a description of food and beverage items to sell and prices

Have you participated in other festivals? If so, please name: _____

- If you need electricity, please list items that will need electricity: _____
- Number of **tent** booth spaces requested (10x10 max) _____ x \$125.00 each= _____
- Number of **table only** spaces requested (10x10 max) _____ x \$100.00 each = _____
- Electricity fee per receptacle _____ x \$20.00 each = _____
- Late Fee (if post marked after Aug. 25, 2017) \$15.00 = _____
- **TOTAL AMOUNT ENCLOSED=** _____

Children's Activity

Please provide a detailed description of the children's activity. Describe the type of activity, how it is completed / played, prizes (if applicable). Please be specific, include all items you wish to include in your activity area.

Include price ranges. **Use additional paper if necessary**

- If you need electricity, please list items that will use electricity: _____
- Number of **tent** booth spaces requested (10x10 max) _____ x \$100.00 each= _____
- Number of **table only** spaces requested (10x10 max) _____ x \$75.00 each = _____
- Electricity fee per receptacle _____ x \$20.00 each = _____
- Late Fee (if post marked after Aug. 25, 2017) \$15.00 = _____
- **TOTAL AMOUNT ENCLOSED=** _____

Vendor Name: _____

Business/Organization: _____

Address _____

City/State/Zip _____

Phone (home) _____ (cell) _____

Email _____

Important Signatures

Release Agreement (*All vendors must sign*)

I do hereby release, acquit and forever discharge The Olde Town Fall Festival and the City of Conyers, its agents, servants, successors and assigns and all other persons, firms and corporations from any and all actions, causes of action, claims, demands, damages, costs, loss of service, expenses and compensations, which I may acquire or may accrue, arising out of any events taking place October 21, 2017 or otherwise connected with the 2017 Olde Town Fall Festival. I further agree to hereby indemnify the Olde Town Fall Festival and the City of Conyers, its agents, servants, successors and assigns and all employees, agents, servants, successors and assigns arising from the events taking place October 21, 2017 or otherwise connected with the 2017 Olde Town Fall Festival. This indemnity agreement shall include all reasonable attorneys' fees, costs and expenses incurred by indemnity. I also understand that I am fully responsible for any Revenue/Sales Tax applicable for items sold at the 2017 Olde Town Fall Festival. I acknowledge that photographs will be taken at the festival. I agree to give the City of Conyers rights to any submitted photographs and festival photographs for promotional use.

I have read and fully understand the Release Agreement stated above. "Release Agreement" must be signed by ALL exhibitors to be accepted for this event.

Signature _____ Date _____

Product Guarantee Statement (*Arts & crafts vendors must sign*) "As an arts and crafts vendor, I testify that all the products that I plan to display and sell at the Olde Town Fall Festival are handmade items crafted by myself. None of the items I will display or sell are commercially manufactured, resell items or kits."

This statement must be signed in order to be considered for this event as an arts and crafts vendor.

Signature _____ Date _____

Payments for this Festival are **CHECK ONLY** payable to: **The City of Conyers**

Mail to: **Conyers Welcome Center**

901 Railroad St

Conyers GA 30012

CHECK LIST

- Payment
- Photos
- Signed & completed application
- Non Profit Documentation
- Follow us on Twitter: [OldeTownConyers](#)
- Like us on Facebook: [Olde Town Conyers](#)
- "Share" your participation in the Olde Town Fall Festival on social media with all your contacts!