

Hawkinsville-Pulaski Chamber of Commerce

Harvest Fest

Downtown Hawkinsville, GA

Saturday, October 22, 2016

Arts & Crafts Festival 10:00 AM – 5:00 PM

VENDOR INFORMATION AND GENERAL RULES

1. Vendor Entry Deadline: **October 18, 2016**
2. Exhibitors must be set up by 10:00 AM, Saturday, Oct. 22nd.
3. Exhibit spaces will be **outdoors** only.
4. Exhibit Booth sizes, 15 X 15. Festival tents/Beach tents will be needed.
5. Electrical hook-up available for additional fee **(120 VOLT OUTLETS ONLY)**
Electricity is limited, generators are encouraged.
6. NO Refunds given for vendor cancellation or vendor "NO Shows."
7. Vendors are required to provide their own tent, tables, chairs, electrical cords (electricity could be several 100 feet away, please bring plenty of electric cord).
8. Plan to stay the entire time, NO "early bird break-downs." You will be advised of any inclement weather by the festival committee. At this time everyone will leave early.
9. **Submit an inventory list and picture of items, in advance. The festival committee reserves the right to accept or reject any applications.**
10. **Arts & Crafts** (hand crafted items) will be the **major highlight** of the festival. **NO Flea Market or Garage Sale Items!**
11. **Children's Rides/Games, Pony Rides, etc. are welcome.** Must submit a detailed list of rides/games that will be available as well as the complete dimensions of each ride/game to ensure we provide adequate spacing for each. We reserve the right to request additional information or request that vendor not include a particular ride or game if adequate spacing is not available...**Safety is the Number 1 priority!** All rules apply to rides/games, as to arts and crafts, etc. Children's Ride operators must include proof of liability insurance.
12. **Clean-up** booth before leaving festival. Trash receptacles will be available. All exhibit materials or equipment not removed from the site by a reasonable amount of time following closing then will be considered abandoned by the exhibitor and will become property of the event.
13. Friday night set-up is not possible. The festival will be held in the street.
14. Early bird set-up for Saturday is 8:00 AM.
15. Limited number of **food vendors** accepted. Submit detailed menu of food items to be sold with application.

Mail forms with payment to: Hawkinsville-Pulaski Chamber of Commerce, P.O. Box 300, Hawkinsville, GA 31036 by Oct. 18, 2016. Please make checks payable to Hawkinsville-Pulaski Chamber of Commerce.

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VENDOR ACKNOWLEDGEMENT AGREEMENT

Liability for Loss or Theft:

- The owner or custodian of the property of any kind brought to the 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 festival committee and/or 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 event, should make their own arrangements for guarding and protecting their property.

Weather Policy:

- No Vendor will be allowed to break-down their booth early, unless a formal weather announcement is made by the festival committee. If vendor decides not to follow the weather policy, you will forfeit your eligibility to return next year.

ACKNOWLEDGEMENT

I hereby acknowledge that I have read, understand, and agree to abide by the General Rules; Liability for Loss or Theft; and Weather Policy, as a vendor at the October 22nd, 2016 Hawkinsville-Pulaski Harvest Fest. I understand by not abiding by these rules I will forfeit my eligibility of returning another year.

Applicants Name

Date

Hawkinsville-Pulaski Chamber of Commerce

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10:00 AM – 5:00 PM

Vendor Application

NAME: _____ BUSINESS NAME (if applicable): _____

ADDRESS: _____

CITY/STATE: _____ ZIP CODE _____

PHONE: (Home) _____ (Cell) _____

Email: _____

Vendor products or services: Attach a detailed list of Merchandise, Food Menu, Kid’s Rides/Games, etc.
(Reminder: Hand Crafted Items only, NO Flea Market or Garage Sale Items).

PLEASE CHECK:

Arts and Crafts Exhibit Costs: Booth 15 X 15 NO Electricity \$25
 W/Electricity \$35 **(120 Volt Outlet)**

Food Vendors Costs: Booth 15 X 15 NO Electricity \$50
 W/Electricity \$60 **(120 Volt Outlet)**

Children’s Rides & Games Costs: Booth 15 X 15 NO Electricity \$50
 W/Electricity \$60 **(120 Volt Outlet)**
Larger Booth 40 X 40 NO Electricity \$75 W/Electricity \$85 **(120 Volt Outlet)**

Live Animals (Petting Zoo, Pony Rides, etc.) \$25 NO Electricity
 \$35 w/Electricity **(120 Volt Outlet)**

TOTAL AMOUNT (Check or Money Order) = _____

Make checks payable to: **Hawkinsville-Pulaski Chamber of Commerce**

Mail to: P O Box 300, Hawkinsville GA 31036

PLEASE include signed Vendor Acknowledgement agreement.

The undersigned agrees that the Chamber of Commerce, City of Hawkinsville, or Pulaski County 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 on October 22, 2016.

Signed: _____ Date: _____

Thank you for your interest in our festival.