

# Pine Tree Festival 2019 Vendor Information

## \*RULES & REGULATIONS\*

After a successful 2018 festival, we will continue to implement the changes to the vendor registration and check-in process that were initiated last year. It is important to remember that the festival cannot guarantee everyone their desired space. The festival committee will be responsible for making decisions related to the festival, and will be as fair as possible.

- 1) Vendor applications & contracts can be submitted via mail (*Pine Tree Festival, Attention: Vendors, 102 South Main Street, Swainsboro GA 30401*) or email (*vendors@pinetreefestival.org*). Please be aware that application submissions will not be assigned a location spot until payment is received. (If you email 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, 2019. Anyone requesting to become a vendor following this date is subject to an additional \$50 late fee per space needed.
- 2) Vendor acceptance notification will be sent via mail or email, so be sure your contact information is correct. 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.
- 3) A booth photo must accompany your application. This photo should show items you plan to sell and the presentation 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.
- 4) *Vendors will be provided a check-in time* with their confirmation of approval to vend at the festival. Upon arrival at the festival, vendors are required to check-in at the Chamber of Commerce, 102 South Main Street, Swainsboro, GA, at the time specified. 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. *Please note that vendors will not be allowed to check in earlier than the time specified with their approval.* 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.
- 5) 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.
- 6) 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.
- 7) Electricity and water are NOT provided by the Pine Tree Festival. 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. Harvey's Supermarket and Pinetucky Meats are both within walking distance for any needed food supplies.

- 8) 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.
- 9) The Pine Tree Festival Committee will do its best to separate food vendors from arts & craft/clothing vendors.
- 10) 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 must reserve additional 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.
- 11) Vendors must list all items to be sold on the application. The Pine Tree Festival Committee will work hard to avoid over duplication of 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.
- 12) 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.
- 13) No offensive noise distractions allowed in the vendor area – this includes music of any kind, toy noise makers, snaps or poppers, etc.
- 14) No fortunetelling, phrenology, clairvoyance, palmistry, astrology, or other kindred practices will be allowed, according to city ordinance.
- 15) 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, or other weapons will not be allowed. The Pine Tree Festival Committee strives to emphasize handcrafted items at the festival.
- 16) The Pine Tree Festival Committee reserves the right to approve or deny any application for any reason.

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Vendors have the choice of 1-Day or 2-Day participation. Friday, May 3<sup>rd</sup> is the annual Rhythm & Pines Music Festival 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 10:30 AM. Following the parade, there will be plenty of time for shopping!

\*2-Day Participation is as follows:

**Check-in** is Friday, May 3<sup>rd</sup> from 1:00 pm to 5:00 pm. This is the only time frame allowed for Friday check-in. Specific check-in times within this time frame will be provided for each vendor with their approval confirmation. Downtown streets will be closed to vehicular traffic Friday afternoon at 5:00 pm. All set-up must be complete & vehicles removed from the vendor area by 5:00 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 4<sup>th</sup> from 6:00 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 \_\_\_\_\_

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**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

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*\*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

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

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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: (Please 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.)

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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 2019 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.

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SIGNATURE

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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

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**Make check/money order payable to:**

Pine Tree Festival Foundation

**Mail applications to:**

Pine Tree Festival

Attn: Vendors

102 South Main Street

Swainsboro, Georgia 30401

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**For PTF Use Only:**

- \_\_\_\_\_ **Date Received**
- \_\_\_\_\_ **Amount Received**
- \_\_\_\_\_ **Check/Cash/MO**
- \_\_\_\_\_ **Notification Date**
- \_\_\_\_\_ **Approved/Denied**
- \_\_\_\_\_ **Location**