

# Pine Tree Festival 2025 Vendor Information

## \*RULES & REGULATIONS\*

The Pine Tree Festival will not guarantee vendor spaces. Requests for a space will not be accepted. The festival committee will be responsible for making judgement calls and will be as fair as possible. Friday, May 2nd 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 Knotty Pine 5K Run beginning at 8 AM and follow with opening ceremonies and parade at 10 AM. Following the parade, there will be plenty of activities downtown to keep attendees entertained.

- 1) Vendor applications & contracts can be submitted via mail (**Pine Tree Festival, Attention: VENDORS, PO Box 725, Swainsboro GA 30401**) or email (*brittany@goemanuel.org*). Please be aware that 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 – NO CASH! Required paperwork and payment must be received or postmarked by the **VENDOR DEADLINE - APRIL 15, 2025**. Anyone requesting to become a vendor following this date will be charged an additional \$50 late fee per 12x12 space needed.
- 2) Vendor acceptance notification will be sent via email. **PLEASE INCLUDE AN EMAIL** on the application. We will not call or mail information to you. Emails will be sent to approved vendors. Once *vendor spots are assigned*, there will be no refunds unless approved by the Pine Tree Festival Committee. Refunds will only be considered in an emergency prior to the Vendor Deadline. Absolutely NO refunds will be given after the Vendor Deadline – April 15, 2025. All refunds are at the discretion of the festival committee.
- 3) A photo of the booth 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 will 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 information on check-in with their confirmation of approval email.* Vendors must check-in at the designated location (TBA) at the time specified. Vendor information packages, including vendor wrist bands will be given at this time. 4 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. We will check for wrist bands during the festival.
- 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 can stay within the vendor area after 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.** 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 food supplies needed.
- 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 must 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, but this cannot be guaranteed.

- 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 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.
  - 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. No exceptions.
  - 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 will not be allowed. The Pine Tree Festival Committee strives to emphasize handcrafted items at the festival.
  - 16) Politicians/political parties will be charged a vendor's fee depending on booth space needed and participation length.
  - 17) Any BBQ vendor wishing to participate in the BBQ Cook-off should contact Radio Jones at 478-237-1590. BBQ competitors will be allowed to sell according to the Cook-off rules.
  - 18) The Pine Tree Festival Committee reserves the right to approve or deny any application for any reason.
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**FRIDAY Check-in** begins Friday, May 2nd from 1:00 pm to 4:00 pm. This is the only time allowed for Friday check-in. Downtown streets will be closed to vehicular traffic Friday afternoon at 5:00 pm. All set-ups 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.

**SATURDAY Check-in** is Saturday, May 3rd from 5:00 am to 7:30 am. This is the only time you can check in. Downtown streets will be closed to vehicular traffic on Saturday morning at 7:30 am. All set-ups must be complete & vehicles removed from the vendor area by 7:30 am.

 **There is no additional fee to arrive on Friday, May 2nd. You may check-in, set-up and sell.**

**DO NOT RETURN THE ABOVE INSTRUCTIONS. KEEP FOR YOUR REFERENCE.**

Business Name \_\_\_\_\_

Contact Name (if different from above) \_\_\_\_\_

Address \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Contact \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_  
**(email is REQUIRED!)**

**Vendor vehicles make, model, & tag #**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Booth Request:**

\_\_\_\_\_ Option #1 - I plan to participate with one (1) booth. Cost = \$100.00

\_\_\_\_\_ Option #2 - I plan to participate with two (2) booths. Cost = \$150.00

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

When do you plan to check-in?  FRIDAY, May 2<sup>nd</sup>  SATURDAY, MAY 3<sup>rd</sup>

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 of booth items: (Please be specific. Include all items you wish to be considered. All may not be approved to prevent duplication. Those handing out items for free should also complete this part of the application and select O =Other.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The vendor applicant hereby agrees that he/she has received, read, and complies with the regulations furnished by the Pine Tree Festival and acknowledges 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 2025 Pine Tree Festival and that participating vendor names are submitted to the Georgia Department of Revenue - Compliance Division.

\*\*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 and forfeit of fee.

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SIGNATURE

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DATE

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VENDOR CHECKLIST: Please check off once completed.

- 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:**

	<b>Date Received</b>	<b>Notes:</b>
_____	<b>Amount Received</b>	
_____	<b>Check/Cash/MO</b>	
_____	<b>Notification Date</b>	
_____	<b>Approved/Denied</b>	
_____	<b>Location</b>	