



11th Annual Sugar Hill Fall Festival

E.E. Robinson Park
Saturday, October 22, 2011
11:00am – 5:00pm

Arts/Crafts Vendor Application

Name of Business/Organization: _____

Contact Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone #'s (Day): _____ (Evening): _____ (Cell): _____

Email Address: _____ Web Address: _____

Please list **all artwork and/or crafts** items to be sold at your booth: _____

All applicants MUST attach a photo of their product(s) and booth set-up. Without photos, application will be considered incomplete and returned to sender. All photos become the property of the City of Sugar Hill.

I hereby apply for a booth space for sale purposes in the Sugar Hill Fall Festival. Having done so, I hereby agree to abide by all rules and regulations previously set forth in this application. I further understand that failure to abide by said rules will result in my being removed from said Festival and I will not be invited nor included in future Festivals sponsored by Sugar Hill.

The City of Sugar Hill, a Georgia Municipal Corporation, and its agents, employees, and representatives thereof, assume no liability or responsibility for injury or loss that may result to any exhibitor or his/her personal affects, including goods for sale occurring on the premises or arising under Sugar Hill Fall Festival activities and said exhibitors agree, contest, and acknowledge to hold the City of Sugar Hill harmless for any injury or loss.

I have read and fully understand all the rules and guidelines of the Sugar Hill Fall Festival. I further understand that the approval of this application will be subject to the decision by a review board.

Print Name: _____ Signature: _____ Date: _____

Please check the appropriate space/services requested. If you need additional space or electricity, you are required to purchase it at the time of application:

12' x 12' Arts/Crafts Space: \$85.00/each* \$ _____ X number of spaces _____ = \$ _____

Electricity (10 amps**): \$5.00 (minimum connection fee) \$ _____ X number of amps _____ = \$ _____
(**More than 10 amps, add \$0.50 per amp)

Electricity will be used for? _____

One 6' table and two chairs: \$15.00/group \$ _____ X number tables/chairs _____ = \$ _____

Must specify number of tables and chairs.

Application Total = \$ _____

Please enclose your application, photos, and check (or credit card info) for full amount (payable to The City of Sugar Hill) before the deadline of September 23, 2011, to: City of Sugar Hill, 4988 West Broad Street, Sugar Hill, GA 30518-7915. ***Deduct \$10 from booth space fee if application and check is mailed by July 15, 2011; full booth fee of \$85 is due if mailed after July 15, 2011.**

Questions? Contact Mr. Sam Taylor or Ms. Darcee Shafer at 770-831-7413, email: staylor@cityofsugarhill.com or dshafer@cityofsugarhill.com, fax 770-831-7546, www.cityofsugarhill.com/fallfest

MasterCard: _____ Visa: _____ Credit Card No: _____ Exp. Date: _____
Cardholder Name (Printed): _____ Signature: _____

For Festival Use Only Please
Date Received: _____ Amount: \$ _____ Check No: _____ MasterCard _____ Visa _____ Booth Assignment: _____



11th Annual Sugar Hill Fall Festival

E.E. Robinson Park

Saturday, October 22, 2011

11:00am – 5:00pm

Arts/Crafts Vendor's Rules and Guidelines

1. A submitted application does not imply acceptance. All applicants will be notified as to the status of their application upon arrival.
2. Should an applicant not be accepted, application fees will be promptly returned.
3. Only one vendor or business allowed per booth.
4. Any vendor who misrepresents the content or intent of their booth will be asked to leave the Festival area.
5. Only original/handmade art and craft items may be sold at the Festival; to include but not limited to pottery, woodwork, jewelry, clothing and accessories, needlework, photography, painting, sketches, basket weaving, floral arrangements, wreaths, metal work, candles, glass work, pet items, leather goods, and food products
6. There will be no gate or admission charge to the public for the Festival.
7. Vendors must provide all their own props and equipment; to include weights and tie-downs for securing tents. Trash containers, rest room facilities, and eating areas will be provided. Power will be provided ONLY as requested and outlined on the application form.
8. All spaces are 12' by 12' and will be marked and numbered. There is only ½ foot outside of the marked space for tie-downs, weights, etc..
9. Vendors are responsible for clean-up of their areas at the conclusion of the Festival.
10. No booths will be allowed to distribute or give away any food or beverage items, including samples, without prior written consent of the City of Sugar Hill.
11. You will be notified as to your booth location when you receive your vendor package.
12. All booth spaces will be outdoors.
13. Booth set-up will take place at 8:00am – 7:00pm; Friday, October 21, 2011 and 7:00am – 9:30am; Saturday, October 22, 2011. All booths MUST be set up and ready by 9:30am, Saturday, October 22, 2011.
14. All vendor/booth vehicles must be in the Vendor Parking area no later than 10:00am, October 22, 2011. No vehicles are allowed to stay in the Festival area during Festival hours. Vendor Parking will be in a reserved area and all accepted vendors will receive a parking pass upon arrival and the Vendor Check-in Package. One parking pass will be provided per booth rental only.
15. Booths must remain open and shall not be dismantled prior to 5:00pm. After the Festival, all merchandise must be packed and booth completely disassembled before vehicles will be allowed into Festival area for loading and departure.
16. In case of rain, the Festival will NOT be rescheduled.
17. Knives, firearms, fireworks, weapons, or other dangerous items MAY NOT be displayed or offered for sale.

*** * * Fees are non-refundable for any reason; including weather * * ***