



VENDOR RULES

Saturday, October 5th, 2013 9:00am-5:00pm

**Friday, October 4th, 2013 6:00pm-9:00pm: Free community concert and booths open
In Downtown Stockbridge- At the Bridge**

By agreeing to be a vendor at Bridgefest, you and anyone with you at Bridgefest agrees to all rules as set forth by the City of Stockbridge. You also understand that you may be asked to leave (or not allowed to return in the future) if these rules are not followed. Please read and initial each line below.

- _____ ONLY those items listed in your approved application are allowed to be displayed and/or sold from your booth.
- _____ Load-in/Setup for festival is Friday, October 4th from 1:00pm-5:00pm and Saturday, October 5th from 6:00am-9:00am.
- _____ Booths must be staffed at all times during the show on Saturday, with the complete display remaining in place until festival is closed. Festival is open on Saturday, October 5th from 10:00am until 5:00pm.
- _____ If you choose to display/open your booth on Friday, October 4th during the “free community concert”, the hours would be 6:00pm-9:00pm. *If you choose to setup on Friday and not display on Friday evening, you must make sure that your tent can be completely zipped up. We will have officers on site during all hours.
- _____ Bridgefest is an outdoor event. You must be prepared for inclement weather, including but not limited to rain, heat, cold and wind. The festival area will be walked and treated for ants, pot holes, limbs, etc.; however, please bring bugspray (if needed) and bring to a staff person’s attention anything that may cause an issue.
- _____ Space assignment is non-transferrable and non-refundable. If you have a specific request and/or need, it must be addressed no later than September 10th, 2013. All requests will be considered.
- _____ Vendors must provide all tents, display tables, stands, chairs, etc. for display of their work. If you are going to use electricity, you must also provide your own heavy-duty extension cord(s), duct tape, etc. (at least 100 feet and electricity is 110 ONLY).
- _____ The booth fee must be paid prior to the show and no refunds will be given.
- _____ Vendors are responsible for collecting and remitting all required taxes. Sales tax is 7%.
- _____ No motor vehicles will be allowed in the festival areas expect during designated times.
- _____ You must bring all necessary equipment to assist with loading in and out of festival area (rolling carts, dollies, etc.). Driving up to your booth will ONLY be allowed during Friday setup and then on Saturday after the festival has ended. Due to other festival equipment being arranged/setup and other hazards/liability, you may not be able to drive up to your booth on Saturday. We will do our best to assist each and every vendor with loading in and out; however, be prepared to wait for assistance and/or move your own items.
- _____ You will not be allowed to drill or puncture into festival area. You are responsible for attaching sufficient weight to every corner of your booth to prevent tent from taking flight in wind. You are not allowed to secure your booth to any items/objects in festival area (trashcans, trees, power poles, etc.).
- _____ Selling your service/item outside of your vendor booth is not allowed. (i.e. walking around the festival area to market your items)
- _____ Each vendor is responsible for the cleanliness of his/her booth area. Failure to monitor your area will result in no invitation back to City of Stockbridge events.
- _____ No pets are allowed.

Name	
Company Name	
Contact Phone Number	

Please complete form and return via email (mallen@cityofstockbridge-ga.gov) or fax (770.389.5484).

Signature (Must be same as original applicant)

Date