



## Cartersville Bluegrass & Folk Festival Vendor Rules and Regulations

**Location:** Downtown Cartersville

**Festival Date:** Saturday, October 29, 2016

There will be a limited number of vendors in each category that will be accepted, so make sure to get all of your information in on time.

**You must fill out and turn in your application by August 31<sup>st</sup>.**

Please make sure that you have attached or emailed a photo of your booth/products/display before the application deadline in order to be considered. Here are examples of an appropriate booth:



Vendors are required to bring their own tents, tables, chairs, etc. If electricity is requested, vendor will be responsible for bringing their own extension cord.

All booths must be set up and all vehicles removed from the festival area by **11:00 AM** Saturday morning. There will be no parking at the vendor booths.

Vendors on the Firehouse Stage side agree to remain open and have their booth manned until **5 PM**. Vendors next to the Main Stage cannot begin breaking down until the festival ends at **7 PM**.

**ABSOLUTELY NO EARLY BREAKDOWN OF BOOTHS WILL BE ALLOWED!**

Vendor will handle all sales transactions for their booth. Vendors are responsible for collecting and paying all Georgia and other taxes.

Vendors are responsible for maintenance of their area. Trash cans will be provided, and trash should be emptied throughout the day as needed. A \$50 clean up fee will be invoiced to those vendors who do not clean up their area.



Vendor Application  
October 29, 2016

Please Print:

Company Name:		
Contact Person Name:		
Mailing Address:		
Phone #:	Fax #:	Email:
Company website:		

Have you participated in this Festival before?  Yes  No

Have you ever participated in any other festivals?  Yes  No

If yes, Please List the Names and Phone numbers to contact for references:


Please check the appropriate category for your business.

- |  |  |
|--|--|
| <input type="checkbox"/> Hand crafted/produced goods | <input type="checkbox"/> Non-profit organization |
| <input type="checkbox"/> Retail goods                | <input type="checkbox"/> For-profit business     |
| <input type="checkbox"/> Food/Beverage               | <input type="checkbox"/> Other                   |

Summary of products to be sold at your booth: Also, please send in a photo of your booth & products.  
For food vendors: Please describe menu items that you will be offering.


If you are a food or adult beverage vendor, which area would you prefer:  Depot Stage  Firehouse Stage

\*Acceptance letters will be sent by mail and email by September 9<sup>th</sup>. Payment is expected to be received by September 16<sup>th</sup> in order to reserve your spot. If payment is not received, then we will have to offer your spot to the next in line.

Will your booth require electricity?  Yes  No

Electricity will be an extra \$25 charge. Spots needing electricity will be limited.

**Fees for Firehouse Stage:**

- Hand crafted goods OR non-profit booth \$50  
(spaces are 10' X 10')  
\*double spaces are available
- Retail sales OR for-profit business booth \$75  
(spaces are 10' X 10')  
\*double spaces are available
- Food Vendors OR food trucks  
at Firehouse Stage \$150  
at Depot Stage \$200  
(spaces are 10' X 10')  
\*double spaces are available

\*Adult beverage sales ARE permitted, call for details



\*Adult Beverage Vendors are responsible for all state and local permits, and must provide Special Event Liability Insurance, listing City of Cartersville as additional insured. Vendors are responsible for checking IDs and providing wristbands to consumers which MUST be worn at all times. Drinks must be served in a disposable cup; absolutely no cans or bottles are permitted (trash cans will be provided, which are the responsibility of the vendor to empty throughout the day at the dumpsters provided).

Checks to be made out to: Cartersville Downtown Development Authority.

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

Deadline for Vendor Application is August 31st, 2016. You may fax or email your application WITH photo to:  
770-607-3480 or jbrock@downtowncartersville.org

I have read and understand the rules and regulations of the Cartersville Bluegrass & Folk Festival, and if selected to participate, agree to abide by all rules set forth in this application.

Applicant signature: \_\_\_\_\_

Date: \_\_\_\_\_