



Kingsland Catfish Festival | November 18, 2017 | Kingsland Georgia

2017 VENDOR APPLICATION

Applicant Name: _____ Phone: _____
 Business Name: _____
 Mailing Address: _____ City/ST/Zip _____
 Email: _____ Website: _____

Vendor Type (Choose One)	Booth Size	Fee		# Spaces		Cost	
<i>Must Purchase The # Of Spaces Needed To Accommodate Vendor Booth Size, No Exceptions</i>							
Food Vendor, Commercial (No Fish)	15' x 20' Space	\$250 per space	X		=		
Food Vendor, Local Non Profit* (No Fish)	15' x 15' Space	\$100 per space	X		=		
Arts & Crafts/Antiques/Merchandise For Sale	15' x 15' Space	\$70 per space	X		=		
Local Non Profit* Merchandise for Sale	15' x 15' Space	\$50 per space	X		=		
<i>*Non Profit 501c3 & 501c4 Must Attached Proof of Designation, & Economic Value/Impact of the festival to the non-profit organization following the event</i>					Total Booth Space Cost		\$ _____
Electricity Needed**	___ Yes ___ No	\$30 per space	X		=		
Water Needed	___ Yes ___ No	\$10 per space	X		=		
Late Registration Fee (after Sept 1 st)	+ Add \$50 Late Fee After 9/1/2017					=	
Total Vendor Cost (Space + Electricity + Water + Late Fee)						\$ _____	
**Electrical Needs: See Official Rules for details Bring your own extension cords, Power supply may be up to 200 ft away from booth area							
Type Needed? _____ 220 v _____ 110 v # Amps? _____							
All generators require prior approval. Will you be using a generator? ___ Yes ___ No Is it noisy? ___ Yes ___ No							
Booth Description - List Items For Sale, Rides, Games, or Menu (attached additional sheet, if needed):							

PAYMENT METHODS

Checks, Money Orders & Credit Cards are accepted

Mail all payments to:

Kingsland Tomorrow, 501(C)(3) EIN# 20-3489351
 Attn: Kingsland Catfish Festival
 1190 Boone Street, Kingsland GA 31548

Credit Card Payments: Add 3% Fee for Processing (Print Clearly)

Name on Card: _____

VISA ___ MASTERCARD ___ Exp Date: _____ CVS Code: _____

Credit Card #: _____

Authorizing Signature: _____

Application Check List: *Please check that each item is complete.*

- Completed & Signed Application
- Payment Information: Check / Money Order Enclosed OR Credit Card Information Completed & Signed
- Photos (1 of booth set-up, 1 of you making your product if handmade, & 1 photo of each finished product to be displayed)

Application Deadline: October 13, 2017

Applications will not be considered for acceptance unless payment is received in full and requested photos have been provided

Liability Waiver: The undersigned (Vendor) does hereby release and forever discharge the City of Kingsland, the Kingsland Downtown Development Authority, the Kingsland Tomorrow, the Kingsland Catfish Festival, their principals, and anyone affiliated with the Kingsland Catfish Festival from any responsibility whatsoever for damages loss or injury of any kind. The Vendor agrees to indemnify and hold the City of Kingsland, the Kingsland Downtown Development Authority, the Kingsland Tomorrow, the Kingsland Catfish Festival, their principals, and anyone affiliated with the Kingsland Catfish Festival and its employees and volunteers, harmless from any and all claims made against the same, including without limitation all costs arising out of or in connection with (i) any structure erected by vendor; (ii) any apparatus, equipment or personal property used by vendor, its agents, invitees, participants, representatives, employees and agents; and claims made on account or resulting from Vendor's participation in the Kingsland Catfish Festival.

Print Full Name

Signature

Date



Vendor Booth Rules & Regulations

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GENERAL INFORMATION

Festival Hours: Saturday, November 18, 2017 from 9:00AM – 9:00PM. Opening ceremonies begin at 9:00AM on Saturday, November 18, 2017 and continue through to 9:00PM closing ceremonies. All vendor booths are required to remain until 9:00PM on Saturday evening.

Driving Directions: From I-95, take Exit 1 (Scrubby Bluff Road), head west towards Kingsland. At the intersection of Scrubby Bluff Road and US-17, turn right (north) and drive approximately 1 mile. The entrance to the festival is on US-17.

Set up time: Commercial vendors may set-up on late Friday evening AFTER 7:00PM (*Do Not Arrive Before 7:00PM*). Other vendors set-up begins on Saturday morning at 5:00AM – 8:45AM. All vehicles must be clear of festival area by designated hours. All vendors are required to remain until 9:00PM. Due to heavy pedestrian traffic, no vehicles of any kind will be allowed in the festival area during festival hours.

Booth Space: You may reserve more than one space. When submitting your application, please note the number of spaces needed on your vendor application to ensure that you are accommodated. If your booth will not fit in the space that you have reserved, you must purchase additional spaces and you will be required to move to a different location to accommodate your booth size.

Booth Amenities: Vendors are provided booth spaces only. Tables, canopies, etc are the responsibility of the vendor. If you require electricity or water, you MUST note that on your application or you WILL NOT be accommodated, no exceptions.

Cancellation: NO REFUNDS GIVEN DUE TO INCLEMENT WEATHER OR OTHER CIRCUMSTANCES.

Sales Tax: Vendors are responsible for the collection and payment of all sales tax, as applicable. For more information, contact the Sales and Use Tax Division at (912) 389-4094.

Confirmations: As vendor applications are approved, the list of accepted/approved vendors will be posted online at www.KingslandCatfishFestival.org. We will try to limit vendor duplication as much as possible. Booth assignments will be given upon arrival. Space assignments will be made at the discretion of the festival organizers.

Food Vendors: All food vending must comply with Georgia Department of Health regulations and licensing. All food vendors, including non-profit vendors, will be inspected by the Camden County Health Department prior to selling any food items. No inspection fee will be charged for this service, but every food vendor must be inspected. If the Health Inspector finds a violation of the Health Code, he will advise the vendor how to correct the problem. If the vendor is unable to correct the violation, they will not be allowed to sell at the festival. No refunds will be issued under these circumstances. For more information, contact the Camden County Health Department at (912) 729-6012.

Local Non-Profits: Part of the mission/purpose of the festival is to provide a venue for fundraising opportunities for our local non-profit organizations. Therefore, the vendor fees for the local non-profits are discounted. In order to provide festival impact data, please follow-up with at info@KingslandCatfishFestival.org after the event to advise of the economic value & fundraising proceed information. This individual information will remain confidential/never shared and will help us to continue to provide this opportunity to our local non-profit organizations.

Clean-up: Each vendor must provide at least one trash can and liners for customer use. Each vendor is responsible for cleaning up their booth space prior to leaving the festival.

Electricity: Power users must bring a 200 ft. heavy duty, outdoor extension cord to handle your own current load. All extension cords must meet fire code specifications. Vendors must ensure extension cords do not create a tripping hazard.

BOOTH RULES & REGULATIONS

1. All booth spaces will be designated on street surface only. Vendors are responsible for their own tables, tents, signage, water hoses, extension cords (heavy-duty) etc.
2. R.V. campers or any overnight camping is not allowed in the vendor area. For RV park information, go to www.visitkingsland.com.
3. You exhibit at your own risk. All vendors must sign a Liability Waiver before setting up booth.
4. Vendors must be in place by specified time and have appropriate fire extinguisher equipment.
5. No soliciting or peddling outside the booth is permitted. No “hawking” or shouting from booth.
6. No loud music is allowed unless otherwise permitted by the festival organizers, in advance.
7. Advertising, marketing & promotion materials used in conjunction with your booth/activity in the festival are subject to approval by the festival committee prior to publication and production. Please submit approval to info@KingslandCatfishFestival.org for approval.
8. Prohibited from festival: alcoholic beverages, fire arms, knives, and any & all weapons.
9. Menu items must be approved in advance and no additions will be made without prior written approval. The committee will review and limit items to keep down some of the competition & help reduce duplication in vendors.
10. You are required to clean your area before leaving. Vendors cooking with oil must use floor coverings, sand or other absorbent materials. Do not pour oil or grease into storm drains; you will be fined.
11. Any vendor not complying with the above listed regulations will be asked to vacate the festival and no refund will be given. The festival organizer reserves the right to make any changes or additions.