



**NOVEMBER 9, 2019**

## General Vendor Application

Deadline for entry is October 9, 2019  
(*\$25 late fee for applications received after Oct. 9<sup>th</sup>*)

On Behalf of the City of Springfield, we would like to extend an invitation for you to join us at our 2019 Springfield Fall Festival. Inclement weather shortened the festival to only one day last year and based on feedback from vendors and attendees, we have decided to stick to a one day festival packed with excellent foods, first class entertainment, and a unique variety of vendors that will attract visitors to our festival from all over the Southeast.

The 2018 festival featuring headliner, Shenandoah, attracted thousands of people. Every year we feature free live concerts and this year we will continue the tradition with country music group, **Little Texas**. We are excited to have them on our stage to perform their hits, "*Some Guys Have All The Love*", "*What Might Have Been*", "*God Blessed Teaxs*", and "*My Love*". Little Texas is sure to draw large crowds for our vendors! We will also have acts on stage during the day to keep you entertained. In addition, the Car Show and wing eating contest will be on Saturday. We cannot wait for this family fun packed weekend!

To ensure you are a part of the 2019 Springfield Fall Festival, please fill out the attached application and send it to the address provided below before the **deadline of October 9<sup>th</sup>**. Payment must be submitted along with your application. We will be charging vendors differently than we have in the past, with different areas of the festival having different pricing and guidelines. Applications received after October 9<sup>th</sup> may be accepted, however a \$50 late sign-up fee will be charged. Please read the regulations fully and fill your applications out accordingly. We will do our best to accommodate all our vendor's needs. Please send in your forms as soon as you can. Spaces will be limited and applications and requests will be granted to those first to apply.

Any additional questions can be directed to Erin Phillips, Community Development Director for the City of Springfield via email [ephillips@springfieldga.org](mailto:ephillips@springfieldga.org) or by phone (912) 754-7617. Information can also be obtained from our website [www.SpringfieldFallFestival.com](http://www.SpringfieldFallFestival.com).

Thank you for your interest in the 2019 Springfield Fall Festival. We look forward to you being a part of this year's festivities!!

Sincerely,

City of Springfield

**2019 Springfield Fall Festival Vendor Application**

Dates: November 9, 2019

Deadline for entry: October 9th, 2019 (\$25 late fee applies after this date)

Contact Name \_\_\_\_\_

Organization Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ Phone Number \_\_\_\_\_

\_\_\_\_\_ Alt. Phone \_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_ I was a 2018 Vendor at the festival and need to receive the discounted booth rate.

Please indicate which booth space you will need and the number of spaces desired:  
(See attached Fall Festival Vendor Map for booth details)

\_\_\_\_ **General Vendor Booth - \$100.00**

\_\_\_\_ **Premium Vendor Booth- \$125.00**

\_\_\_\_ **Food Court Booth - \$200.00**

*(Please provide a full copy of your menu, there is a limit of 4 main entrée items per booth & DPH Approval is required to participate)*

BY INITIALING BELOW, I ACKNOWLEDGE THAT I HAVE READ THE ATTACHED FESTIVAL RULES AND GUIDELINES FULLY. I UNDERSTAND THE ELECTRICITY, GENERATOR, FOOD AND MERCHANDISE RESTRICTIONS FOR THE BOOTH SPACE I HAVE CHOSEN ABOVE.

Initial \_\_\_\_\_

Please give a brief Description of your booth and/or the type of items you will be selling:

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

\_\_\_\_\_ I plan to bring a generator for my booth.

**RELEASE:**

The undersigned hereby releases, and forever discharges, and holds harmless the Springfield Fall Festival of 2019 and its associates of and from any and all manner of actions, suits, damages or claims whatsoever arising from any loss or damage to the property of the undersigned while in the possession or supervision of the Springfield Fall Festival of 2019 and hereby consents to the enforcement of the Festival rules as set down in the attached guidelines. No refunds will be given due to weather or personal circumstance. The undersigned releases one-time rights of any photos or reproductions given to the Festival for reproduction to use to publicize and promote the Festival.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Mail this completed application and payment to the address below. Additional copies can be found online at [www.SpringfieldFallFestival.com](http://www.SpringfieldFallFestival.com). Make checks payable to City of Springfield. Credit Card payments can be made by filling out the authorization form on the back of this page.

City of Springfield  
Attn: Jennifer Smith, Vendor Coordinator  
PO Box 1  
Springfield, Georgia 31329

Springfield Fall Festival Credit Card Authorization Form

Credit Card Payment Type:

Please indicate:  Visa  Mastercard  American Express  Discover

Card Number: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Mailing Address Associated with Card: \_\_\_\_\_

\_\_\_\_\_

Expiration Date: \_\_\_ / \_\_\_ Security Code: \_\_\_\_\_

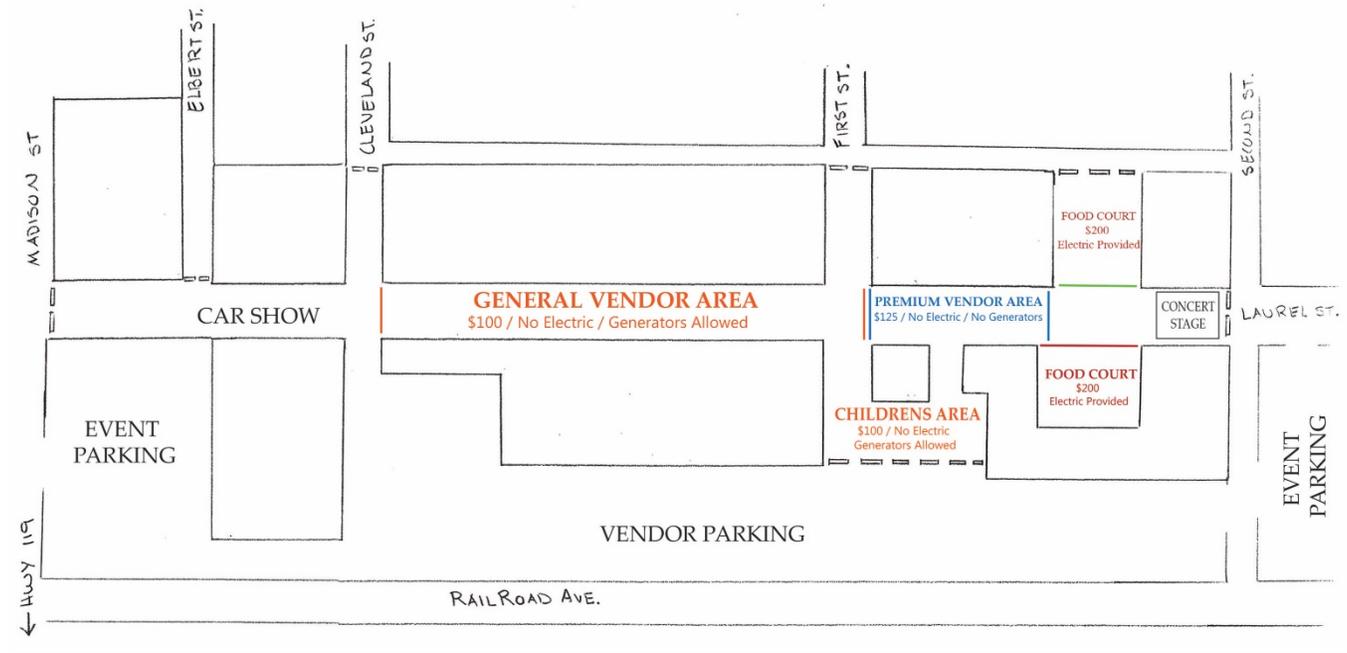
Amount \$ \_\_\_\_\_

*I hereby Authorize the City of Springfield, GA to charge my card the amount indicated above:*

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Fall Festival Vendor Areas



**Main Food Court – \$200 each\*** Available to Food Vendors only, booth sizes will be 15' x 15'. Those needing more room must purchase a second space at the same rate. Each booth in this area will be provided reliable electricity during the festival. There are a limited number of booths and they will be assigned based on the order in which the applications and payments are received. Each food vendor must fit within the 15' x 15' space. Trailer tongues, tents, tables and any other items must fit in the assigned space, no exceptions will be made. **All food vendors will be required to possess a valid food service permit prior to selling food at the festival.** \*Larger food vendor spots may have higher fees. A second space can be purchase for \$150 if both spaces are being used by the same vendor.

**Premium Vendor Spaces – \$125 each** There will be a limited number of spaces closer to the stage that will be for both general vendors and food vendors. These are 10' x 10' spaces and WILL NOT be provided power. Due to proximity to that stage, generators will not be allowed in this area.

**General Vendor Spaces – \$100 each.** Art, Crafts, Miscellaneous. This is for all other booth spaces in the festival. Booths will line the street facing the center. Vendors will be assigned booths based on the date their application and payment is received. If you want to be closer to the stage, please sign up early. **Electricity WILL NOT** be available in this area. Generators will be allowed, but vendors must specify this on their application, and generators should not become a nuisance to other vendors or festival guests. Please be prepared for your generator to be up to 100' away from your booth.

## **Fall Festival Rules and Guidelines**

**Vendor Set Up** Vendor set up time is **Saturday from 6:30am-9:30am**. Food Vendors with trucks and trailers will be required to set up on Friday prior to 8pm. Other vendors may set up Friday night to minimize traffic on Saturday morning, **but this must be noted on your application** and you must be checked in prior to 8:00PM. All vendor set-up must be completed during the assigned times and vendors must be ready to receive guests by 10am. Vendors will be able to drive into the festival area during set up, but ALL VEHICLES MUST BE OFF THE STREET BY 9:00AM on Saturday morning. There will be absolutely NO VEHICLE TRAFFIC in the festival area during festival hours.

**Parking** A separate vendor only parking area will be provided for all vendors. THE CITY OF SPRINGFIELD AND THE 2019 FALL FESTIVAL ARE NOT RESPONSIBLE FOR ANY LOSS OR DAMAGE TO VENDOR'S VEHICLES OR PROPERTY DURING THE SET-UP TIMES OR DURING THE FESTIVAL.

### **Vendor Take Down**

General Vendors will not be allowed to take down their booths until after 7:00pm on Saturday Night. Food Vendors and those in the Premium Vendor area will not be able to tear down their booths until after the festival ends at 10:00pm on Saturday Night. There will be large crowds in this area and vehicles will not be allowed in the festival area until after 10:00pm.

**Food/Drink Restrictions:** No selling of Coca-Cola or Pepsi products by vendors will be allowed. No alcohol sales by vendors will be allowed, unless permission is granted by the Festival Committee. **Food Vendors must limit their menu selections for this festival – there will be a maximum of 4 main entrée items per vendor** (this limit does not apply to or include side items and/or drinks). We also ask that vendors do not give away food items or beverages. Vendors who sell food items being prepared onsite, must be registered as Food Vendors. Artists and volunteers will be given food vouchers to use during the festival and food vendors can accept these vouchers as payment and return them after the festival for reimbursement. Payment reimbursements for food vouchers will be issued within 14 days after the festival. **All food vendors will be required to possess a valid food service permit prior to selling food at the festival.**

**Merchandise Restrictions:** All types of merchandise will be allowed, except yard sale items or anything deemed inappropriate or vulgar by the Festival Committee. Those setting up displays considered inappropriate by the Festival Committee will be asked to remove their goods and leave without refund of their application fees. No special privileges or exclusiveness will be granted. You are responsible for governing your own products within your own organization. ABSOLUTELY NO PROFANITY OR INAPPROPRIATE IMAGERY will be tolerated.

**Security:** Uniformed security will be on patrol beginning at 6:00pm on Friday until close of the festival.

**Booth Items:** The festival committee does not provide tents, tables, or chairs to vendors. Generators will be allowed only in designated areas (see Vendor Areas Map) and must be noted on your application. Generator placement and annoyance will be determined by the festival committee; please be prepared for generators to be up to 100' from your booth. Booth tents must be tied down and secured at all times. The Fall Festival Committee reserves the right to ask vendors to remove their tents if they consider them to be unsafe or in danger of causing harm.

**Booth Locations:** Booth locations will be determined by the festival committee based on the order the applications are received. Booth assignments will be available at vendor check-in. Requests may be considered, but special treatment is not guaranteed.