



NOVEMBER 11, 2023

General Vendor Application

Deadline for entry is October 27, 2023
(\$25 late fee for applications received after deadline)

On Behalf of the City of Springfield, we would like to extend an invitation for you to join us at our 2023 Springfield Fall Festival. Our one-day festival is 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 festival features free live concerts, children's area, arts and craft vendors and a fantastic food selection. We cannot wait for this family fun packed weekend!

To ensure you are a part of the 2023 Springfield Fall Festival, please fill out the attached application and send it to the address provided below before the deadline of October 27th. Payment must be submitted along with your application. Applications received after October 27th may be accepted, however a 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, but cannot guarantee special treatment. Please send in your forms as soon as you can. Space will be limited and applications and requests will be granted to those first to apply.

General Vendor Spaces – \$100 each. Art, Crafts, Miscellaneous. This is for all non-food booth spaces in the festival. Booths will be on Laurel Street, adjacent to the sidewalk, facing the center of the road. Electricity WILL NOT be available for General Vendors. 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.

Any additional questions can be directed to Jennifer Smith, Vendor Coordinator via email jsmith@springfieldga.org or by phone (912) 754-7617. Information can also be obtained from our website www.SpringfieldFallFestival.com.

Thank you for your interest in the 2023 Springfield Fall Festival. We look forward to you being a part of this year's festivities!!

Sincerely,

City of Springfield

2023 Springfield Fall Festival Vendor Application

Date: November 11, 2023

Deadline for entry: October 27th, 2023 (\$50 late fee applies after this date)

Contact Name _____

Organization Name _____

Mailing Address _____ Phone Number _____

_____ Alt. Phone _____

Email _____

Please indicate the number of spaces desired:

_____ General 10'x10' Vendor Booth - \$100.0 _____ # of Additional 10'x10' spots. \$75.00 ea.

_____ I plan to bring a generator for my booth.

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:

RELEASE:

The undersigned hereby releases, and forever discharges, and holds harmless the Springfield Fall Festival of 2023 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 2022 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. 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
jsmith@springfeildga.org

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 _____

*****A 2.95% PROCESSING FEE WILL APPLY TO ALL CREDIT CARD PAYMENTS*****

Fall Festival Rules and Guidelines

Vendor Set Up Vendor set up time is **Saturday from 6:30am-9:30am**. 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. Each vendor will receive **ONE** parking pass permitting access to the vendor parking area. Other vehicles must be parked in the general parking areas. **THE CITY OF SPRINGFIELD AND THE 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. There will be large crowds in the stage area and **vehicles will not be allowed in the festival area until after 10:00pm. Vendors committed to stay until the close of the festival at 10pm will be placed closer to the food court and stage area.**

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 6:00am on Saturday until close of the festival.

Booth Items: The festival committee does not provide tents, tables, or chairs to vendors. Generators will only be allowed in certain areas. If you plan to use a generator, you must note this on your application so we can place you accordingly. 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 and/or generators if either are determined to be causing a nuisance, 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 and vendor type. Booth assignments will be available at vendor check-in. Location requests may be considered, but special treatment is not guaranteed.