

Commissioner Gail Hambrick &

Clayton County Parks & Recreation present...

Fall Festival

Vendor Application

October 15, 2016
2:00pm – 6:00pm

Flat Shoals Park

1915 Flat Shoals Rd.
Riverdale, GA 30296



Music

Contests

Entertainment

Rock Wall

Bounce House

Vendors

Pony Ride



Fall Festival Vendor Application

Saturday, October 15, 2016

2:00 PM – 6:00 PM

Application Deadline: Friday, October 7th

Cost: \$25.00

Name of Business: _____

Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone (Day/Work) _____ (Evening/Cell) _____

Email: _____ Fax _____

Please provide a brief description below of the type of product(s) you intend to sell at the festival with prices. Include two photos of your merchandise. The Fall Festival Committee reserves the right to refuse entry to the festival if they deem the product unacceptable or oversaturated or for non-payment. All proceeds benefit the Georgia Kids Outdoor Initiative (www.claytonparks.com/kids-outdoors.aspx).

Clayton County Fall Festival Committee

112 Smith Street

Jonesboro, GA 30236

Office: (770) 477-3208

Fax: (678) 479-5034

Email: jeanie.white@claytoncountyga.gov or cheryl.ellis@claytoncountyga.gov

The deadline to apply is Friday, October 7, 2016. The Fall Festival hours are 2:00 p.m. – 6:00 p.m. All booths must be completely closed down and cleaned up by 7:00 p.m. Set-up will begin at 12:00 p.m. (noon) and end by 1:30 p.m.

Fall Festival - Logistics

Thank you for your interest in becoming a vendor for the Fall Festival located at 1915 Flat Shoals Rd, Riverdale, GA 30296. The event will be held on Baseball Field 1, from 2:00 p.m. – 6:00 p.m. on Saturday, October 15, 2016, rain or shine. All proceeds benefit the Georgia Kids Outdoor Initiative (www.claytonparks.com/kids-outdoors.aspx). Please read the following information carefully. Fill out the registration form and return it with your payment by Friday, October 7, 2016.

RULES & REGULATIONS

1. Each vendor should fill out the product application form completely. The Fall Festival Committee is responsible for screening each potential vendor application. There is a \$25 vendor fee for this event. SORRY, NO REFUNDS. Please make checks payable to Clayton County Board of Commissioners or CCBOC for short. All proceeds benefit the Georgia Kids Outdoor Initiative. Your receipt or email confirmation is your ticket onto the field.
2. Clayton County's Risk Management Division may require a Certificate of Insurance and Endorsements in order to participate. Please have it readily available to ensure compliance.
3. Each vendor will be given an email confirmation of their participation. Please make sure you provide a legible email address.
4. No food vendors. The park already has a contracted food vendor for 2016.
5. Vendor space will be assigned to those individuals setting up canopies, tables and umbrellas. Tents are required and must be secured with weights to prevent the wind from lifting it from the ground. Tent sizes should be no larger than 10x10. A tent safety check will take place to make sure your space is secured with weights.
6. Each vendor will be assigned a 10' x 10' space and are encouraged to dress-up their space with colorful signage, banners, etc. We encourage a sign with the name of your business.
7. **Each space will be designated with a number to indicate your location. Locations will be determined upon arrival.** Set-up time will begin at 12:00 p.m. All booths must be set up by 1:30 p.m.
8. **Please note – when setting up – all items will need to be removed from your car and placed in the area provided for you. After unloading all items, you will need to move your car, and then come back and start setting up. This will allow for a better traffic flow.**
9. Clayton County does not provide set-up supplies or materials for vendors (tents, tables extension cords, generators, etc.). Please provide your own tables, chairs, and EZ-Up Tent.
10. All vendors are expected to clearly label all products in accordance with all applicable local, state and federal rules and regulations.
11. Each vendor is responsible for collecting his/her own sales taxes, where it is applicable.
12. Vendors will be responsible for the cleanliness of their selling areas. Bringing a small trash can is recommended. **All vendors shall clean up their areas at the end of the Festival.** Vendors should be cleared of the area by 7:00 p.m.

INCLEMENT WEATHER

The Flat Shoals Park Fall Festival is a rain or shine event. Due to extensive planning and scheduling commitments, Festival events will not be rescheduled due to inclement weather. When extreme weather conditions exist (i.e. lightning and thunderstorms) that necessitates Staff to cancel the event, vendors will automatically be rescheduled to the next planned or available Festival at Flat Shoals Park. On the day of the event, the decision to cancel will be made by 10:00 A.M. and a notice will be sent via email and/or text messaging. Please make sure you provide a legible email address. If thunderstorms or lightning occurs during the event, an announcement will be made from the stage that the event is cancelled. All activity must cease and vendors must evacuate the field. Everyone must disassemble their space and proceed to their vehicle. A pavilion is not considered a safe area and must be cleared. Notwithstanding the above, if a vendor chooses not to attend a scheduled event, that vendor shall forfeit their space for that event date. SORRY, NO REFUNDS.

RESTROOMS

Public Restrooms are available at the front of the park and in the rear by the concession stand. There will also be portable potties.

CONTACT INFORMATION

Return vendor application to:
Fall Festival Committee – Ms. Jeanie White
112 Smith Street
Jonesboro, GA 30236
Office: 770-477-3208
Fax: 678-479-5034
Email: jeanie.white@claytoncountyga.gov

For more information you can also contact:
Fall Festival Committee – Ms. Cheryl Ellis
112 Smith Street
Jonesboro, GA 30236
Office: 770-473-5948
Fax: 678-479-5033
Email: cheryl.ellis@claytoncountyga.gov

