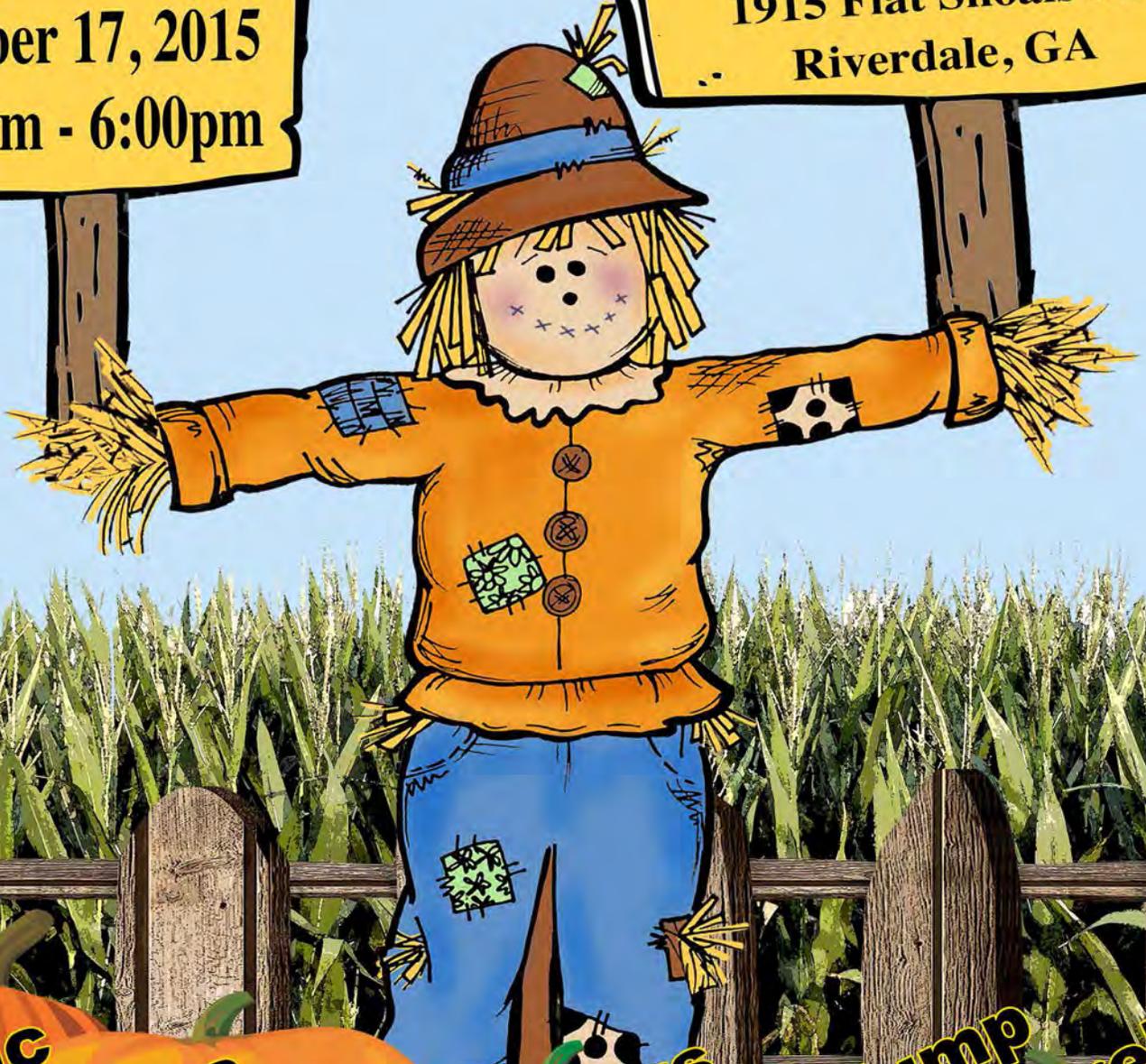


Clayton County Fall Festival

Vendor Application

October 17, 2015
2:00pm - 6:00pm

Flat Shoals Park
1915 Flat Shoals Rd.
Riverdale, GA



Music

Games

Contest

Vendors

Spider Jump
and More!



Fall Festival
Saturday, October 17, 2015
2:00 PM – 6:00 PM
Vendor Application
Deadline: Friday, October 9th at 6:00pm
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.

Petura Tate
2300 Highway 138, SE
Jonesboro, GA 30236
Office: (770) 472-8197
Fax: (770) 472-8198
Email: petura.tate@co.clayton.ga.us

The application deadline and all fees are due on Friday, October 9, 2015. [Please make checks payable to the Clayton County Board of Commissioners or CCBOC.](#) 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 from 2:00 p.m. – 6:00 p.m. on Saturday, October 17, 2015, 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 9, 2015.

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. 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.
5. **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. all-day thunderstorms, lightning) that necessitates Staff to cancel the event, vendors will automatically be rescheduled to the next planned or available Festival at Flat Shoals Park. 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. Notwithstanding the above, if a vendor chooses not to attend a scheduled event, that vendor shall forfeit their space for that event date.**
6. Vendor space will be assigned to those individuals setting up canopies, tables and umbrellas.
7. Each vendor will be assigned a 10' x 10' space and are encouraged to dress-up their space with colorful signage, banners, etc.
8. **Each space will be designated with a number to indicate your location.** Set-up time will begin at 12:00 p.m. All booths must be set up by 1:30 p.m.
9. **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.**
10. There is no power and no generators allowed due to the proximity of the stage for entertainment. Please provide your own tables, chairs, and EZ-Up Tent.
11. All vendors are expected to clearly label all products in accordance with all applicable local, state and federal rules and regulations.
12. Each vendor is responsible for collecting his/her own sales taxes, where it is applicable.

13. Vendors will be responsible for the cleanliness of their selling areas. **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.

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:

Petura Tate
2300 Highway 138, SE
Jonesboro, GA 30236
Office: 770-472-8197
Email: petura.tate@co.clayton.ga.us

For more information you can also contact...

Tina Howard
112 Smith Street
Jonesboro, GA 30236
Office: (770) 473-5751
Email: tina.howard@claytoncountyga.gov

