

COMMISSIONER GAIL HAMBRICK &  
CLAYTON COUNTY PARKS & RECREATION DEPARTMENT PRESENT...

# Fall Festival

Flat Shoals Park  
1915 Flat Shoals Rd.  
Riverdale, GA

Saturday

October 19, 2019  
1 p.m. - 4 p.m.

Events

Kids  
Pumpkin  
Decorating contest  
Bring your decorated  
Pumpkin

Face painting  
Rock Wall  
Clown  
Marching Band

Costume Contest  
Get into the spirit dress up  
Entry form and rules at  
[claytoncountyga.gov](http://claytoncountyga.gov)



For a vendor application, please visit [www.claytoncountyga.gov](http://www.claytoncountyga.gov)  
Application deadline Friday, October 11th



# 2019 Fall Festival Vendor Application

Flat Shoals Park  
1915 Flat Shoals Park, Riverdale, GA 30296  
Saturday, October 19, 2019  
1:00 P.M. – 4:00 P.M.  
Cost: \$25.00

Business Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (Day/Work) \_\_\_\_\_ (Evening/Cell) \_\_\_\_\_

Email: \_\_\_\_\_

Please provide a brief description below of the type of product(s) you intend to sell at the Fall Festival with prices. Include at least 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 Susan G Komen Foundation (<http://www.info-komen.org/goto/fallfestival2019>).

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The Fall Festival will be held from 1:00 p.m. – 4:00 p.m. Vendors can set-up from 11:00 a.m. – 12:30 p.m. All booths must be event ready by 12:30 p.m. and completely closed and cleaned up by 5:00 p.m. The deadline to apply is Friday, October 11, 2019. Vendor fees must be paid by credit or debit cards only. Vendor fees benefit the [Susan G. Komen For The Cure](#). Sorry, no refunds. Once your payment is completed and your application is submitted, you will receive a vendor packet with logistics for parking, set-up, a list of vendors, a map of the park, and more. We look forward to your participation in the Clayton County Fall Festival.

# 2019 Fall Festival Vendor Application

## 2019 Fall Festival

Thank you for your interest in becoming a vendor for the Clayton County Fall Festival, located at 1915 Flat Shoals Rd, Riverdale, GA 30296. The event will be held on Baseball Field 1, from 1:00 p.m. – 4:00 p.m. on Saturday, October 19, 2019, rain or shine. All vendor fees benefit [Susan G. Komen For The Cure](#). Please read the following information carefully. Complete the registration form and submit your payment by Friday, October 11, 2019.

### 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. Risk Management Division may require a Certificate of Insurance and Endorsements in order to participate. Please have it readily available to ensure compliance.
2. Each vendor will be given an email confirmation of their participation. Please make sure you provide a legible email address.
3. 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.
4. 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.
5. **Each space will be designated with a number to indicate your location. Locations will be determined upon arrival.** Set-up time will begin at 11:00 p.m. All booths must be set up by 12:30 p.m.
6. **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, one car can remain on the field, any other vehicles will need to move, and then come back to help set up. This will allow for a better traffic flow.**
7. 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.
8. All vendors are expected to clearly label all products in accordance with all applicable local, state and federal rules and regulations.
9. Each vendor is responsible for collecting his/her own sales taxes, where it is applicable.
10. 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 Fall Festival.** Vendors should be cleared of the area by 5:00 p.m.

# **2019 Fall Festival Vendor Application**

## **INCLEMENT WEATHER**

The Fall Festival is a rain or shine event. Due to extensive planning and scheduling commitments, this event 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 and phone number. If thunderstorms or lightning occurs during the event, an announcement will be made from the DJ booth that the event is closed for the day. All activity must cease and vendors must evacuate the field to safety. 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 at the concession stand. There will also be portable potties.

## **CONTACT INFORMATION**

If you have any questions, feel free to contact our Parks & Recreation Department. Their contact information is below.

Ms. Samantha Kearns  
2300 Hwy 138 SE  
Jonesboro, GA 30236  
Office: 770-472-8077  
Fax: 770-477-1696  
Email: [samantha.kearns@claytoncountyga.gov](mailto:samantha.kearns@claytoncountyga.gov)