



Dear Prospective Vendor:

Our Winter Fest 2018 celebration theme will be *Have a Holly, Jolly Christmas* and will be held on **Friday, December 7, 2018 from 5-9 p.m.** We hope that you will join us for this fun community event!

We will have food, arts & crafts, and informational booths. Booth set up can begin at 2:30 pm and must be finished by 4:45pm. If you need extra time for set-up, please let us know in advance. No sales will be allowed on the square except from an assigned booth. Following the parade, Santa will be available at the "North Pole" gazebo with a photographer.

Booth Vendors:

- Vendor Fee: **\$25 (Cash or Check Only)**
- Handmade and homemade items are preferred.
- Signed registration forms and fees must be received by Monday, November 26. Space is limited, and booth location preferences are assigned on a first come, first serve basis.
- Booths cannot be reserved by phone or without a signed registration/fee payment.

Please call 706-675-6623 or come by City Hall and see Karen Boyd for an application/contract or more information.

General Information:

- Vendors will set up in a 10ft by 20ft spaces (size of one parking space). Additional spaces must be reserved in advance.
- Vendors will receive a map with their assigned set up location upon arrival. Set ups can begin at 2:30pm and must be completed by 4:45pm. After unloading vehicles, vendors must move vehicles off the square and may park behind Regions Bank.
- VENDORS WILL NOT BE ALLOWED TO RETURN VEHICLES TO BOOTH AREA UNTIL 9PM FOR THE SAFETY OF ATTENDEES/GUESTS. Vendors that begin taking down their booths and/or leave their space before 9pm will not be allowed as vendors for future Winterfest events.
- Vendors must bring their own tables, tent, chairs, lights and decorations for their booth, and provide signage identifying items to be sold, prices and name of the organization.
- Vendors are encouraged to bring propane generators and/or heaters. **NO electric heaters will be allowed.**
- Each vendor is provided one 110-volt plug-in on a 20amp GFIC circuit. Vendors must bring only one 25 ft. (or 50 ft) 12-gauge wire drop cord in good condition w/ground fault prong attached. A maximum of 3 appliances not to exceed 20 amps will be allowed on one drop cord.
- Concession Trucks/Trailers and vendors using electric generators or needing 220 volts must contact the City of Franklin directly and will be considered on a case by case basis. Quiet generators are encouraged.

NOTE: WE WILL MAKE EVERY EFFORT TO ACCOMADATE VENDOR PREFERENCES BUT BOOTH SPACES WILL BE RESERVED ON A FIRST COME, FIRST SERVE BASIS.

Christmas Parade Participants: The Parade will start at 6:00pm. There is a no charge for parade entries. Contact Danielle Balint at 678-644-6347 or dbbalint@yahoo.com for Parade Entry.

Have a Holly, Jolly Christmas
Friday, December 7, 2018
Arts, Crafts, Food, and Informational Booth
Vendors Registration and Contract

Name of Organization _____

Name of Contact Person _____

Address _____

Telephone _____ E-mail _____

Items to be sold or handouts/information to be handed out at booth: _____

Number of Booths to be reserved:

Arts and Crafts _____ **Foods** _____ **Information** _____ **Other** _____

Would you prefer the same space? (Circle one) YES NO

Source of Power Supply (if applicable)
_____ 110V plug _____ 220V plug _____ Propane generator

Name and amps of each appliance to be used:

1. _____
2. _____

Will you be lighting your booth? (Circle one) YES NO

Each booth space is \$25 non-refundable in cash or check made out to City of Franklin Special Events. This signed contract and booth fee may be mailed to: City of Franklin, P.O. Box 250, Franklin GA 30217.

No sales allowed on the square except from an assigned booth!

****NO PETS WILL BE ALLOWED****

I have read the Winter Fest 2018 letter of procedures and regulations. I understand and agree that the City of Franklin has used due diligence in providing adequate access and services for this event and is not responsible for any loss of sales or revenue, and is not responsible for any electrical failure, and is not held liable for any accident, sickness or crime related to my participation in this event.

Signed: _____ Date: _____

Return this signed contract to: Karen Boyd, City of Franklin, P.O. Box 250, Franklin, GA 30217

Office Use Only: Date Received _____ by: _____ Amt. \$ _____ BOOTH NO. _____