

2014 Lumber City Farm Day Festival  
Lumber City, GA 31549  
**September 5-6, 2014**

Dear Vendor,

We strongly suggest you read the entire application before completing and submitting your application to participate in the 2014 Lumber City Farm Day Festival.

**Absolutely no motor vehicles** will be allowed in the Festival Area excepted for the times/areas designated on the application. If you feel you must leave this event earlier than the designated times, you WILL NOT BE ALLOWED TO BRING IN A VEHICLE. You will have to tote your booth out of the festival area. **There will be no exceptions to this Rule.** Violators will be prosecuted under Georgia Code Section 40-6-26(B). Law Enforcement will be monitoring this activity.

Your concession stand, tent, trailer, tables, chairs, booth accessories, etc. and all products you will be selling **must** fit within the space(s) that you have rented. Please measure your concession stand/trailer from end of trailer tongue to the end of the rear bumper. Measure your tents from pole to pole and include any tie downs that may extend past the poles. All overhangs/awnings must fit within your rented space. **There will be no allowances for overages. If you go over your rented space you will be imposing on another vendor. Upon arrival, if you cannot fit within the space you rented, you will be asked to leave with no refund.**

Example: If you have a 10' 1" trailer/concession stand/tent you will have to rent two 10'x10' spaces.

You will not be allowed to place supply/trailers/cargo trailers behind your booth. If you must work out of a supply trailers/cargo trailers during the event, then you must rent enough space to place your supply/trailers/cargo trailers next to your booth.

See picture examples below.

Sincerely  
Vendor Committee  
Lumber City Farm Day Festival

**Vendor: Keep this page for your records**

<p>Contact Information: Lumber City Farm Day Festival c/o Paula Rogers P.O. Box 461 Lumber City, GA 31549 Phone: (912) 363-8049 Email: <a href="mailto:rogers@telfairco.org">rogers@telfairco.org</a> Web: <a href="http://www.lumbercityfarmday.org">www.lumbercityfarmday.org</a></p>	<p><b>19<sup>th</sup> Annual Lumber City Farm Day Festival</b> <b>Vendor Rules</b> Dates/Times of Festival September 5, 2013 (Friday) 6 p.m. to 12 midnight September 6, 2013 (Saturday) 9 a.m. to 12 midnight</p>
	<p><b>Booth Setup Times</b> <b>No late arrivals will be admitted! No Exceptions!</b> <b>September 5: (Friday) 3:00 p.m. – 5:00 p.m.</b> <b>September 6: (Saturday) 5:30 a.m. – 7:30 a.m.</b> <b>(Booth setup times could change at the discretion of the Vendor Committee)</b></p>

**Guidelines and Rules:** (Guidelines and rules may be amended at any time at the discretion of the vendor committee.)

- Vendors are not allowed to setup or enter the festival area before designated times. Do not enter the festival area with your vehicles, tents, trailers/wagons/campers as the festival area will not be closed to thru traffic until the designated times and causes the streets to become congested and dangerous to patrons of local businesses. **You must ENTER/EXIT the festival area at the DESIGNATED ENTRY POINT located at intersection of Church Street and Main St. next to City Hall.** Entry Booth will be setup at this location where you will receive entry pass and booth location information.
  - Directions:**
    - ❖ From US Hwy 341: turn onto Victoria Street (beside Subway) and travel until you reach Church St. Turn right onto Church St. and travel until you reach Main St (beside City Hall).
    - ❖ From GA Hwy 117: turn onto Ocmulgee St. and travel until you reach Church St. Take left onto Church St and travel until you reach Main ST. (beside City Hall).
- No vendors will be allowed to bring in any vehicles to remove their booth except during the allotted times. Local law enforcement will be patrolling and enforcing this rule for the safety of our patrons and vendors. No early take-down due to weather conditions unless approved by vendor committee. **If you have not requested early takedown and decide to leave early (whatever the reason) YOU WILL HAVE TOTE OUT. Absolutely no vehicles in festival area except early take down section and only during early take down time. Violators will be prosecuted!!!**
  - Friday: 12:00 midnight (all vendors)
  - Saturday: 5:00 – 6:00 p.m. (Early takedown vendors only in designated “early takedown area”)
  - Saturday: 12:00 midnight (all vendors)
- All booths must be removed from festival area immediately after the closing of the festival on SATURDAY NIGHT. Vendors do not have to remove their booths on Friday night.
- Vendors cannot park campers or vehicles in the festival area during the hours of operation. Motor Vehicles CANNOT be parked next to, behind, beside, or in front your booth or inside the festival area. No exceptions. There will be designated parking for vendors only. Parking passes are required to park in designated areas. After closing of the festival on Friday night, vendors may bring in campers and/or vehicles to booth location but, campers/vehicles must be removed by 7:30 a.m. on Saturday.
- You will not be allowed to place supply/trailers/cargo trailers behind your booth. If you must work out of a supply trailers/cargo trailers during the event, then you must rent enough space to place your supply/trailers/cargo trailers next to your booth.
- Generators are not allowed, unless pre-approved by the vendor committee prior to the festival.
- If you choose to setup your booth on Friday, each vendor is responsible for the safety of their own booth and materials as the festival area will not be locked nor secured after closing Friday night.
- Booth setup times will be strictly adhered to. All vehicles must be removed from the festival area on Friday no later than 5:00 p.m. All vehicles must be removed from the festival area on Saturday morning no later than 7:30 a.m. **NO EXCEPTIONS! Please arrive in time to allow yourself to be able to remove your equipment/items from vehicles by the designated times. If you arrive later than the designated setup times, you will not be allowed to bring a vehicle into the Festival Area- NO EXCEPTIONS!!!!!!**
- All vendors must provide their own tents, trailers, wagons, displays, tables, chairs, electrical cords and/or wiring, special electrical breakers, water hoses and booth lighting for after dark. Vendors, who need electricity, need to be prepared to run cords up to 200’. Vendors, who need water, need to be prepared to run hoses up to 200’. Heavy duty electrical cords are highly recommended.
- Passes are required to enter the festival area to setup or take down booths.
- No consumption or sale of alcohol is allowed in the festival area
- No poppers, silly string or foul odor products nor products similar to poppers, silly string or foul odor products. No beverages in glass containers. No airsoft guns nor products similar to airsoft guns.
- Strolling booths must remain in their designated booth. They cannot be pushed throughout the festival area.

**Vendor: Keep this page for your records.**

**Please take the time to read this entire page before completing the Vendor Application.**

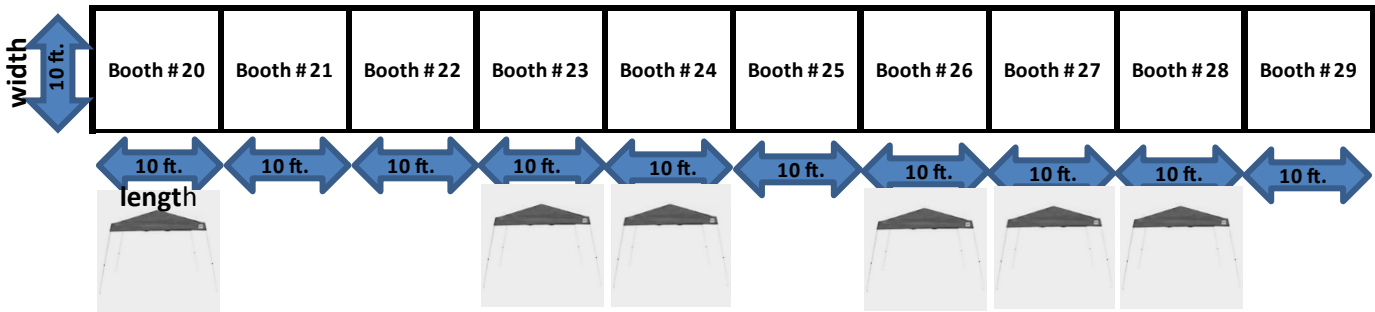
Measure your tent(s) from the outer parameter of the tent(s), including ties downs, All of this must fit within your rented booth space. There is no room for overage allowances. There is no exception to this rule. If you are even one inch over your space, you will be imposing on the next vendor and will be asked to remove your tent(s) with no refund.

**Take the time to measure your tent(s) before submitting your application.**

**See examples below.**

**\*\*\*This same rule applies to vendors with tables only.**

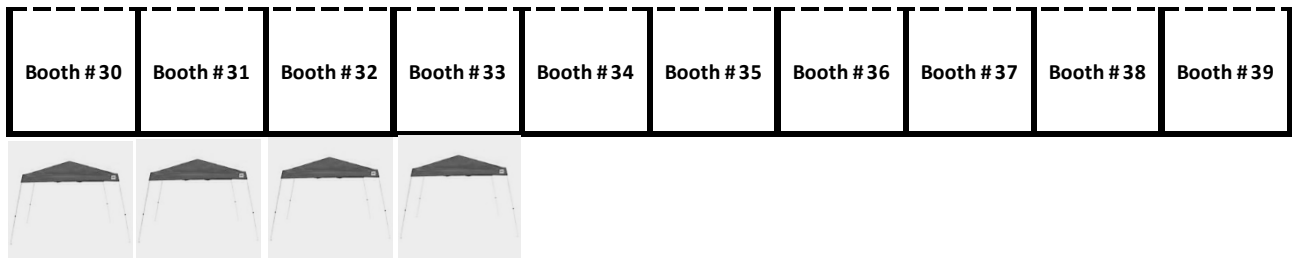
**All tables and products must fit within the purchased space**



Tent(s)/table(s) that are 1' to 10' in length and 1' to 10' in width will need **one** 10' x 10'

Tent/stable(s) that are 10' 1" to 20' in length and 1' to 10' in width will need **two** 10' x 10' spaces

Tent(s)/table(s) that are 20' 1" to 30' in length and 1' to 10' in width will need **three** 10' x 10' spaces



Tent(s)/table(s) that are 30' 1" to 40' in length and 1' to 10' in width will need **four** 10' x 10' spaces

**For Length of Tent(s)/Tables(s):** Measure your tent(s) from the outer parameter of the tent(s), including ties downs. **There is not a maximum length of tent(s)/table(s) as long as your are willing to pay for the necessary space.**

**For Width of Tent(s)/Table(s):** Measure your tent(s)/table(s) from one side to the other side when opened. **There is a maximum width of a tent(s)/table(s) of 10 feet.**

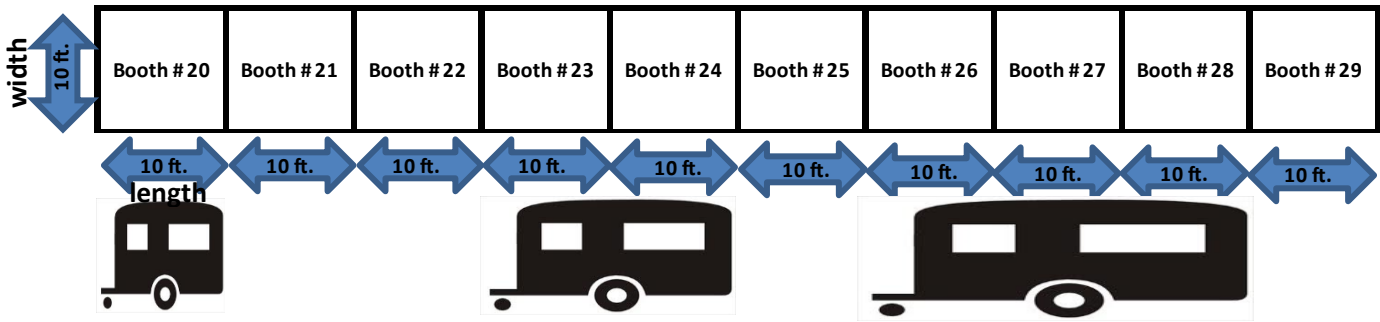
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Measure your trailer from the rear bumper to the far end of the towing hitch and inclusive of tires, open overhangs/awnings, rear & front bumpers, towing hitches and side to side. All of this must fit within your rented booth space. There is no room for overage allowances. There is no exception to this rule. If you are even one inch over your space, you will be imposing on the next vendor and will be asked to remove your trailer/wagon with no refund.

**Take the time to measure your trailer/wagon before submitting your application.**

**See examples below.**



Trailer that is 1' to 10' in length and 1' to 10' in width will need **one** 10' x 10' space

Trailer that is 10' 1" to 20' in length and 1' to 10' in width will need **two** 10' x 10' spaces

Trailer that is 20' 1" to 30' in length and 1' to 10' in width will need **three** 10' x 10' spaces



Trailer that is 30' 1" to 40' in length and 1' to 10' in width will need **four** 10' x 10' spaces

**For Length of Trailer/Wagon:** Measure trailer from rear bump to entire end of towing hitch including awnings and/or overhangs. **There is not a maximum length of trailer/wagon as long as your are willing to pay for the necessary space.**

**For Width of Trailer/Wagon:** Measure your trailer from one side to the other side with awnings and overhangs open. **There is a maximum width of a trailer/wagon of 10 feet.**

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Arrival Day \_\_\_\_\_ Early Takedown \_\_\_\_\_ Type of Booth \_\_\_\_\_ Booth # \_\_\_\_\_  
 Site # \_\_\_\_\_ # Power Outlets Needed \_\_\_\_\_ # Waters Needed \_\_\_\_\_  
 Date Application Received \_\_\_\_\_ Amount Paid \_\_\_\_\_ Money Order # \_\_\_\_\_  
**(Vendor-Do not write in this space!)**

**Return Application to:**  
**Lumber City Farm Day**  
**c/o Paula Rogers**  
**P.O. Box 461**  
**Lumber City, GA 31549**

**19<sup>th</sup> Annual Lumber City Farm Day Festival**  
**Vendor Application and Rules**  
 Dates/Times of Festival  
 September 5, 2013 (Friday) 6 p.m. to 12 midnight  
 September 6, 2013 (Saturday) 9 a.m. to 12 midnight

**Contact Information**  
 Phone: (912) 363-8049  
 Email: [rogers@telfairco.org](mailto:rogers@telfairco.org)  
[www.lumbercityfarmday.org](http://www.lumbercityfarmday.org)

**Booth Setup Times**  
**No late arrivals will be admitted! No Exceptions!**  
 September 5: (Friday) 3:00 p.m. – 5:00 p.m.  
 September 6: (Saturday) 5:30 a.m. – 7:30 a.m.  
**(Booth setup times could change at the discretion of the Vendor Committee)**

If you would like to register to participate in the Lumber City Farm Day Festival, please read and complete the following **information in full**. Return completed and signed application along with payment to the address listed above. Payments will only be accepted in the form of **MONEY ORDERS or CERTIFIED CHECKS** made payable to: Lumber City Womans Club. **No personal/business checks will be accepted!**

**Step 1 (Please print clearly)**

Booth Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Step 2 Early Takedown: (mark one) \_\_\_\_\_ Yes \_\_\_\_\_ No**  
 Early takedown will be allowed on designated side streets. **Early take-down is between the hours of 5-6 p.m. on Saturday only.** If you required early takedown, you will be located on a side street in the festival area. This is due to the safety of our festival patrols and speedy removal.  
**No early take-down due to weather conditions unless approved by vendor committee. If you have not requested early takedown and decide to leave early (whatever the reason) YOU WILL HAVE TOTE OUT. Absolutely no vehicles in festival area except early take down section and only during early take down time. Violators will be prosecuted.**

**Step 3 Picture of booth must be submitted with this application!**

List all items in Detail that you wish to sell. Attach additional sheet if necessary.

**No poppers, silly string or foul odor products nor products similar to poppers, silly string or foul odor products. No beverages in glass containers. No airsoft guns nor products similar to airsoft guns.**

If product is not listed on this application and pre-approved by the vendor committee, you will not be allowed to sell that item at the festival. The sale of duplicate items could be limited at the discretion of the Vendor Committee.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Step 4 What type of booth will you setup:**  
 trailer, wagon, popup- tent, other  
*(circle all that apply)*  
**(No tarps can be used as tents.)**

**Step 5 When will you be arriving:**  
*(please check one)*  
 \_\_\_\_\_ Friday afternoon \_\_\_\_\_ Saturday morning

**Step 6 Please list any other specific request that you may have and we will do our best to accommodate. However, we cannot guarantee anything. Do not request to be placed closer to the stage as this is not an item that we can accommodate.**

\_\_\_\_\_  
 \_\_\_\_\_

Step 7	Booth Fees	Complete this section using Booth Fee Chart to the Left	
<u>Until February 28, 2014:</u>			
Food/Drink Vendors per 10' x 10' Space	\$50.00	*# of Spaces needed: _____	*"X" Fee: \$ _____ = \$ _____
All Other Vendors per 10' x 10" Space	\$30.00		
Water per vendor	\$ 5.00	*Water (if needed)	= \$ _____
Electricity per # of connections	\$10 .00	(water not available in early take-down section)	
<u>After February 28, 2014:</u>			
Food/Drink Vendors per 10' x 10' Space	\$60.00	*Electrical Connections	
All Other Vendors per 10' x 10" Space	\$40.00	needed: _____	*"X" Fee: \$ _____ = \$ _____
Water per vendor	\$ 5.00	(electricity not available in early take-down section)	
Electricity per # of connections	\$10 .00		
		<b>TOTAL DUE:</b>	\$ _____

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- No consumption or sale of alcohol is allowed in the festival area.
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Step 8	Vendor Must Sign and Date in the Designated Spaces Below! (Application will not be accepted without signature , date and payment!)	
<p>The undersigned agrees that The Lumber City Farm Day Festival, The Lumber City Womans Club, The City of Lumber City, The Sponsors of the Lumber City Farm Day Festival, nor any of the volunteers and/or employees of The Lumber City Farm Day Festival, The Lumber City Womans Club, The City of Lumber City, The Sponsors of the Lumber City Farm Day Festival will not be held liable or responsible for any damages, losses, or injuries to the undersigned's property, any personal injury, which they or their employees and/or volunteers may sustain while engaged at the 18<sup>th</sup> Annual Lumber City Farm Day Festival held on September 5<sup>th</sup> and/or September 6<sup>th</sup>, 2014. Vendors, their employees, and their volunteers understand and agree to abide by all the rules and regulations of the 19<sup>th</sup> Annual Lumber City Farm Day Festival held on September 5<sup>th</sup> and/or September 6<sup>th</sup>, 2014.</p>		
Vendor Signature: _____	Date: _____	
<b>Return this page: Application Page 2</b>		