



(Booth spaces are 12x16)

What is your set up? \_\_\_\_\_Tent \_\_\_\_\_Truck \_\_\_\_\_Trailer

What are the measurements of your Tent/Truck/Trailer(include tongue)? \_\_\_\_\_(width) x \_\_\_\_\_(depth) x \_\_\_\_\_(height)

Will you need access to water? \_\_\_\_\_ Yes \_\_\_\_\_ NO

Please Note: The Albany’s Southwest Georgia Car Show/ Arts and Crafts Festival does not supply extension cords, tents, or water hose hookups. Vendors may bring a silent Generator, however it must be indicated on your application.

Please list all appliances including voltage (attach additional sheet if necessary)

ITEM	VOLTAGE
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Number of booths required**

Given all the information above, and including the total footprint needed for equipment, indicate how much space you will need and 2 Day Fee.

Indicate below the number of spaces requested and Festival vendor Fee.

\_\_\_\_\_ 12x16 space(s) **without electricity** @ \$50.00 for a total of \$\_\_\_\_\_

\_\_\_\_\_ 12x16 space (s) **with electricity (120V)** @ \$100.00 for a total of \$\_\_\_\_\_

\_\_\_\_\_ 12x16 space(s) **with electricity (240)** @ \$100.00 for a total of \$\_\_\_\_\_

After November 3, 2021, include a \$25.00 LATE FEE to your total amount due. (NO EXCEPTIONS).

**DOUGHERTY COUNTY HEALTH DEPARTMENT WILL BE ON SITE AT 9:00AM, DEC. 3<sup>RD</sup>, FOR FOOD BOOTH INSPECTIONS/PERMITS.**

# Vendors' General Information

**Event Hours:** Friday, December 3rd, 2021 12pm to 5pm, and Saturday December 4th, 2021, 8am to 5pm

**Location:** Exchange Club Fair Grounds, 810 S. Westover Rd. Albany, Ga. 31707

**Attendance:** Vendors must staff and keep booths intact during the festival hours.

**Self-Address Stamped Envelope:** Please include a **self-addressed stamped #10 business envelope** with your application so we may send correspondence back to you.

**Approved Products:** Vendors may only sell items approved by the Southwest Georgia Car Show/Arts & Crafts Festival. Vendors must list ALL products and prices that will be sold from your booth, only items listed on your application and those subsequently approved prior to the festival can be sold. This WILL BE MONITERED. If you violate our approved list, you will be asked to remove the item from your menu, and you will jeopardize future participation in the festival.

**Tax:** 8% sales tax is applicable to any items sold and as the vendor you are solely responsible for this tax. You are responsible for any permits required by any State or Local agencies in order to participate in the festival.

**Health Permits:** Obtaining a Albany/ Dougherty County Health permit is the **SOLE RESPONSIBILITY** of each vendor. You must obtain your permit 2 weeks prior to the festival. The Health Department will examine booths, if you have not applied for a permit, you will not be allowed to set up at the festival. All permit applications must be submitted By November 3, 2021. For questions concerning required licenses, permits, etc., please contact **Luther Proctor** at the **Dougherty County Health Department at 229-438-3943**.

**Fee:** Fees are due with application. A \$35.00 will be assessed for any return check. A \$25.00 late fee will be assessed to those vendors who apply after November 3, 2021.

**Payment:** Credit Cards/ Debit Cards, call 229-881-5830. Checks or money orders made payable to Albany's Southwest Georgia Car show, mailed to, P O Box 72272, Albany, Ga. 31708. Include the signed application and a self-addressed-stamped #10 business - envelope.

**Booth Setup:** Thursday from 8:00am till 6:00pm on Thursday, December 2<sup>nd</sup>. All vendors participating in the 2-day festival are to be set up by 10:00am on 1<sup>st</sup> day of the day of event and not dismantle prior to 5:00pm on Saturday, December 4, 2021. All vehicles must be out of the vendor area prior to opening each day. There will be some vendor spots that allow parking behind the booth.

**Electricity:** Electricity is available for an additional fee. Applicants who require electricity must indicate it on their application, but they must provide their own electrical extension cords. Electric Capacity- 120 volt and/or 15 amp per booth, 240 volt.

**Display Area:** Display areas are 12x16 spaces. Vendors must provide their own display set-up: Tent (of any color), panels, tables, chair, etc. Tents or coverings must be self-supporting.

**NO LOUD GENERATORS:** Loud generators that prevent communication at a normal tone or disturb other vendors and festival patrons are prohibited.

**Water:** water is available at certain locations.

**Camping:** R.V. camping is available on Fair grounds site. \$30.00 with full E/W/S hookup. And \$15.00 without hookup.

**Security:** 24hr security

**Inclement Weather:** The event will not be rescheduled or cancelled to weather. Exhibitors must supply protective coverings/equipment needed to display their work. There will be no refunds.

**Application Due Date:** All applications are due by November 3, 2021. Applications received after this date will be charged a \$25.00 late fee.

## Submission Checklist:

- Credit/Debit card payments, call 229-881-5830
- Check/Money Order made payable to Albany's Southwest Georgia Car Show
- If applying after November 3, 2021 include a \$25.00 late fee.
- Include a self-addressed stamped business envelope.
- Include a list of items for sale.
- Include application and signed Release form.
- Mail to: Albany's Southwest Car Show, P O Box 72272 Albany. Ga. 31708

# RELEASE

I have received, read, and agree to the regulations furnished to me by the Albany's Southwest Georgia Car Show/ Swap Meet/ Arts & Crafts Festival and acknowledge that by payment of the above fee, the Albany's Southwest Georgia Car Show/ Swap Meet/ Arts & Crafts Festival, the Exchange Club of Southwest Georgia, and the Exchange Club Fair association are released and held free from liability for any loss or damage to person, property, costs, expenses, loss of service, on account of, while engaged in, or in any way growing out of the Arts/Crafts festival. I understand all vendors participating in the 2-day event must be set up by 11:30am on the 1<sup>st</sup> day of the event and not dismantle prior to 5pm on Saturday December 4, 2021. Failure to follow these hours will result in forfeiting participation in 2021.

*Please sign and return Before November 3, 2021*

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

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

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

E-Mail address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Phone number \_\_\_\_\_