

# **The Exchange Club Fair of Southwest Ga.**

Oct. 28<sup>th</sup> – Nov. 2<sup>nd</sup> 2025

## **Applications received prior to October 1<sup>st</sup> 2025**

Outside Spaces 15 ft wide x 12ft deep (**Non Electric**) \$175.00

Metal building (includes 20 amp electrical) \$350.00

## **Applications received AFTER October 1<sup>st</sup> 2025 \*\*\***

Outside Spaces 15 ft wide x 12ft deep (**Non Electric**) \$200.00

Metal building (includes 20 amp electrical) \$400.00

### **Submission Check List**

- Include completed Application, signed **Release Form** and **Certificate of Liability Insurance**
- Include a list of items for sale
- Applications must be postmarked prior to Oct 1<sup>st</sup> for early bird discount
- A minimum \$50.00 deposit required with application
- All rental fees shall be paid in FULL **prior to setup or by 3 pm Oct. 27<sup>th</sup> 2025 whichever is first.**
- Check/Money orders make payable to **The Exchange Club Fair of Southwest Ga. Inc.**
- **NO checks accepted after Oct. 15<sup>th</sup> Cash or Charge Cards ONLY**
- For credit card payments call Trish Davis 229-449-5773  
or Wayne Carter 229-347-9687

### **Additional charges for Electrical**

	1	2
20 Amp 110 duplex receptacle	\$30.	\$60.
30 Amp 30 amp receptacle	\$75.	\$170.
50 Amp 50 amp receptacle	\$150.	\$350.

**\*\*\* Applications received after Oct. 21<sup>st</sup> will be charged a  
\$50.00 LATE FEE**

# **The Exchange Club Fair of Southwest Ga.**

Oct.28<sup>th</sup> – Nov. 2<sup>nd</sup> 2025

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

## **Vendor General Information**

### Event Hours:

Tuesday	October 28,	5pm - 11pm
Wednesday	October 29,	5pm - 11pm
Thursday	October 30,	5pm - 11pm
Friday	October 31,	5pm - 11pm
Saturday	November 1,	11am - 12pm
Sunday	November 2,	1pm - 8pm

1. Vendors must staff and keep booths intact during the Fair hours.
2. 2 vehicle passes will be given at check-in at Vendor Office.
  - a. Vendor vehicles must enter and exit via Vendor Gate, 2007 West Oakridge Dr.
  - b. Vehicle Pass must always be visible while on Fair Grounds.
  - c. A Vehicle Pass admits vehicle and driver only.
  - d. Vendors will receive 3 free admission passes per booth space per day.
  - e. Additional Fair Admission passes are \$10.00 per person per day.
  - f. All vehicles must be out of the vendor area 30 mins. prior to event hours.
  - g. Vendor parking is between Vendor entrance road and Vendor Midway.
  - h. There will be some vendor spots that allow parking behind the booth.  
NO vehicles parked at vendor's booth may be moved during Fair hours without permission from Vendor Management. Call Wayne Carter 229-347-9687
3. Vendors may only sell items approved by the Albany Exchange Club Fair
  - a. 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 fair.

4. You are Solely responsible for any permits required by any State or Local agencies in order to participate in the fair.
  - a. Food vendors, for questions concerning required licenses, permits, etc., please contact Luther Proctor at the Dougherty County Health Department at 229-501-9676 or email him [luther.proctor@dph.ga.gov](mailto:luther.proctor@dph.ga.gov)
  - b. Sales tax is applicable to any items sold and as the vendor, you are solely responsible for this tax. For information contact Ga. Dept. of Revenue Tuana Marshall 229-430-1366
5. Exhibitors must supply protective coverings needed for their booth/equipment.
6. Booths should be set up by 6:00pm Monday October 27<sup>th</sup> and may not be dismantled prior to 5:00pm on Sunday Nov. 2<sup>nd</sup>.
7. Electricity is available. Applicants who require electricity must indicate the type needed on their application. Vendors must provide their own electrical extension cords.
8. NO LOUD GENERATORS: Loud generators that prevent communication at a normal tone or disturb other vendors and fair patrons are prohibited.
9. Water is available at certain locations. If You need water indicate on your application  
\*ALL wastewaters must be self-contained and carried to dump station.  
**Any vendor dumping wastewater will be fined \$100 and closed for remaining of Fair and banned from future events.**
10. RV camping is available in the Exchange Club Campground. Contact Buddy Haynes at 229-317-0444 for reservations.
11. All vendor applications are due by October 1<sup>st</sup>, 2025 for Early Bird Discount. Applications received after October 21<sup>st</sup> are charged the standard rate plus a **\$50.00 late fee.**
12. Contract Payments may be made by
  - a. Check/Money orders made payable to  
**The Exchange Club Fair of Southwest Ga. Inc.**  
**No Checks Cash ONLY after Oct. 15<sup>th</sup>**
  - b. Credit/Debit cards  
Call Trish Davis 229 449-5773 or Wayne Carter 229 347-9687

# EXCHANGE CLUB FAIR of SOUTHWEST GEORGIA

## Rules for Commercial Vendor Spaces

1. All spaces MUST be paid for in FULL by 3:00 P.M. Monday Oct. 27<sup>th</sup>.
2. **All vendor applications MUST include a Certificate of Insurance** naming The Exchange Club Fair of Southwest Ga. Inc. as additional insured and a signed **Release Form**.
3. All vendors selling drinks, including water must sell Pepsi Products.
4. No ticket of chance will be sold from any space without written permission from the Fair Board of Directors and at no time will any person be allowed out of the designated space to sell tickets.
5. All signage must be placed in such a position so as not to interfere with walking traffic in walkways or isles.
6. At no time will anyone be allowed to roam around the Fairgrounds, including all parking lots or entrances or exits, to hand out material of any kind whatsoever. All materials must be handed out from the space paid for by the organization, person or commercial business using the space.
7. No space may be sublet without written permission of the Fair Board.
8. The organization, person or commercial business will be held responsible for anyone working in the rented space. The Vendor Management for cause may ask the person or persons to vacate the grounds and close the space. No refund for space will be given if the space is closed.
9. If a person, organization or business rents a space to sell certain items, and they add other items without consent of the Vendor Management, the Vendor Management has the authority to stop the sales of the added items.
10. The Vendor Management has the authority to control the volume of all public address systems. If a flagrant abuse continues after a warning, the management has the authority to disconnect the public address system. This includes voice, sound or music systems.
11. All vendors purchasing electrical services must provide their own power cords. A minimum of 75 feet extension cords is recommended. Extension cords must be of proper gauge for the distance and amperage you will be using.

12. Only an Exchange Club Electrician may access inside electrical panels. There is a **\$500.00** fine for opening and or tampering with electrical panels!
13. All vendors with support vehicles must remove those vehicles at least 30 mins prior to the opening of the fair each morning. Vendor parking is available between the Vendor Entrance Road and Vendor Midway. Limited parking is available behind some vendor spaces.
14. Vehicles must always display the vehicle's Pass, preferably hanging from the inside mirror. Any vehicle found without a Pass clearly displayed is subject to be towed.
15. Any vehicle blocking a FIRE LANE will be immediately towed WITHOUT NOTICE
16. NO vehicles parked at vendor's booth may be moved during Fair hours without permission from Vendor Management.  
Call Wayne Carter 229-347-9687
17. All trash must be placed in dumpsters daily.
- 18. Any vendor dumping wastewater will be fined \$100 and closed for remainder of Fair and banned from future events.**
- 19. All used cooking oil must be disposed of properly or be banned from future events.**

For more information or questions  
ecvendor@Yahoo.com