



**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 Exchange Club Car Show/Arts & 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 number of spaces required and fee total.

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

\_\_\_\_ 12x16 space(s) with electricity (240V) @ \$125.00 for a total of \$ \_\_\_\_\_

After MARCH 30, 2024, include a \$25.00 LATE FEE to your total amount due. (NO EXCEPTIONS).

**DOUGHERTY COUNTY HEALTH DEPARTMENT WILL BE ON SITE FRIDAY April 12, 2024 FOR INSPECTIONS/PERMITS. YOU MUST SCHEDULE YOUR OWN INSPECTION TIME**

# Vendor's General Information

**Event Hours:** Friday April 12, 2024, 11:00 am – 8:00pm Saturday, April 13, 2023, 8:00am- 5:00pm

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

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

**Car/Vendor Passes:** 2 car passes will be given at on-site check-in. These must be visible in your vehicle window for return entry through the vendor gate.

**Approved Products:** Vendors may only sell items approved by the Albany 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 an Albany/Dougherty County Health permit is the **SOLE RESPONSIBILITY** of each vendor. 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. For questions concerning required licenses, permits, etc., please contact **Luther Proctor** at the **Dougherty County Health Department at 229-438-3943**.

**Registration Fee:** Fees are due with application. A \$35.00 fee will be assessed for any return check. A \$25.00 late fee will be assessed to those vendors who apply after March 30, 2024.

**Payment:** Credit/Debit card payments, call, 229-449-5773. Applications may be emailed to [Albanycarshowartsandcrafts@gmail.com](mailto:Albanycarshowartsandcrafts@gmail.com). Mail Checks or money orders made payable to: Albany's Southwest Georgia Car Show, mailed to 2001 Palmyra Rd, Albany, Ga. 31701. Include the signed application with your checks.

**Booth Setup:** Friday April 12<sup>th</sup>, 6:00am – 11:00am and Saturday April 13<sup>th</sup>, 6:00am – 8:00am. All vendors participating shall be set up by 8:00am, Saturday, April 13, 2024, and not dismantle prior to 5:00pm on Saturday, April 13, 2024. All vehicles must be out of the vendor area prior to event hours. There will be some vendor spots that allow parking behind the booth. You must have your health inspection completed Friday April 12, 2024, before 11am.

**Electricity:** Electricity is available. Applicants who require electricity must indicate type needed on their application, but they must provide their own electrical extension cords. Electric Capacity - 120 volt and/or 15 amp or 240 volt.

**Booth Area:** Booth 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. If you had a booth at the 2023 fair, you may use this as your booth.

**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. You must indicate above if you require water.

**Camping:** RV camping is available on fairgrounds: \$30.00 - 30amp or \$50.00 - 50amp both with full hookup. \$15.00 without hookups. Contact Buddy at 229-317-0444 for reservations.

**Security:** 24hr security on site

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

**Application Due Date:** All applications are due by March 30, 2024. Applications received after this date will be charged a \$25.00 late fee.

## Submission Checklist:

- Credit/Debit card payments, call 229-449-5773
- Check/Money Order made payable to Albany Southwest Georgia Car Show
- If applying after March 30, 2024 include a \$25.00 late fee
- Include any additional sheets listing items for sale or appliances
- Include application and signed Release form
- Mail to: Albany Southwest GA Car Show, 2001 Palmyra Road, Albany, GA 31701

# RELEASE

I have received, read, and agree to the regulations furnished to me by the Albany Exchange Club Car Show/ Swap Meet/Arts & Crafts Festival and acknowledge that by payment of the above fee, the Albany Exchange Club Southwest Georgia Car Show/Swap Meet/Arts & Crafts Festival, the Exchange Club of Albany 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 event must be set up by 8:00am on the 2<sup>nd</sup> day of the event and not dismantle prior to 5:00pm on Saturday April 13, 2024. Failure to follow these hours will result in forfeiting participation in our next event.

**Please sign and return Before March 30, 2024**

Name \_\_\_\_\_

Address \_\_\_\_\_

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

E-Mail \_\_\_\_\_

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

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