

Vendor's General Information

Event Hours: Saturday, April 15, 2023, 8am to 5:30pm

Location: Exchange Club Fair Grounds, 810 S. Westover Road, Albany, GA 31707

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

Car/Vendor Passes Self-Address Stamped Envelope: Please include a self-addressed stamped #10 business envelope with your application so we may send car/vendor passes and other correspondence back to you. 2 CAR PASSES AND 4 ARMBANDS PER VENDOR. Additional armbands are available in advance for \$5 each.

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**.

Fee: Fees are due with application. A \$35.00 fee will be assessed for any returned check. A \$25.00 late fee will be assessed to those vendors who apply after March 29, 2023.

Payment: Credit Cards/Debit Cards, call 229-881-5830. Checks or money orders should be made payable to Albany Southwest Georgia Car Show, mailed to: 2001 Palmyra Road, Albany, Ga. 31701.

Booth Setup: Friday April 14th, 7:00am – 8:00pm and Saturday 6:00am – 8:00am. All vendors participating shall be set up by 8:00am, Saturday, April 15, 2023 and not dismantle prior to 5:30pm on Saturday, April 15, 2023. 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.

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.

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: RV camping is available on fair grounds: \$30.00 - 30amp or \$50.00 - 50amp both with full hookup. \$15.00 without hookups. Contact Sheryl Giles (229)881-5830 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 29, 2023. 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 Southwest Georgia Car Show
- If applying after March 29, 2023 include a \$25.00 late fee
- Include a self-addressed stamped #10 business envelope
- 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 Southwest Georgia Car Show/ Swap Meet/Arts & Crafts Festival and acknowledge that by payment of the above fee, the Albany 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 event must be set up by 8:00am on the 1st day of the event and not dismantle prior to 5:30pm on Saturday April 15, 2023. Failure to follow these hours will result in forfeiting participation in our next event.

Please sign and return Before March 30, 2023

Name _____

Address _____

City _____ State _____ Zip _____

E-Mail _____

Authorized Signature _____

Date _____ Phone number _____