

**VENDOR REGISTRATION FORM: September Saturdays Festival - Community Marketplace**

This registration form is for non-food vendor booths.

Name of Vendor: \_\_\_\_\_

Name of Booth (for marketing purposes): \_\_\_\_\_

Person's Name: \_\_\_\_\_  
(if vendor is a business name)

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

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

Cell Phone No.: (\_\_\_\_) \_\_\_\_\_

E-mail Address: \_\_\_\_\_@\_\_\_\_\_

<u>Date</u>	<u>Cost</u>	<u>Number of Booths</u>	<u>Total Cost</u>
Sept. 18th: Heroes Day Touch-a-Truck Experience	\$75 per booth		\$
Sept. 25 <sup>th</sup> : Family Day Fun and games festival	\$75 per booth		\$

Vendors may purchase multiple booths. Booth space is set up to accommodate at 10' x 10' tent.

Please describe what you will be selling/displaying in your booth: \_\_\_\_\_

Are you a representative of a product line? If so, please identify: \_\_\_\_\_

Are you bringing a generator? Specify size: \_\_\_\_\_

I have read and agree to the Rules and Regulations for Vendors and Exhibitors. (please check box - box must be checked for application to be accepted)

Make your check payable to: Douglas County BOC

Please mail or deliver payment and this form to:  
Douglas County Communications Dept.  
8700 Hospital Dr.  
Douglasville, GA 30134



All questions on this form must be completed, or your registration will be returned. Thank you!

Applications will not be accepted in the following categories due to exclusive/gold sponsorships: automobiles, banking, beverages. Additional sponsors may join the festival. Please check the web site for presenting and gold sponsors who have exclusivity.

## September Saturdays Rules and Regulations for Vendors and Exhibitors

Vendors may purchase single or multiple booths, and may come for one or both Saturdays. Each booth space will accommodate a 10' x 10' tent. The exhibit area is in the asphalt parking lots of the Douglas County Courthouse. All booth spaces will be marked off and numbered by the event staff. All spaces will be assigned by the event staff. The event staff will strive to not place booths with similar products/services/information adjacent to one another, but that cannot be guaranteed. Vendors/exhibitors do not have exclusivity of product/service unless they are an exclusive sponsor.

All vendors must completely contain all information, sales, displays, signs, banners, etc., within their designated space.

September Saturdays is a community event that is open to the general Public. All booths must be appropriate for the general Public; no "adult-only" areas or information will be allowed. All vendors must comply with all state, county, and local laws. Drug paraphernalia or pro drug literature is not allowed. Sexually explicit items, and items with violent content are not allowed. Gun sales are not allowed. Alcohol is not allowed to be sold; no wine tasting or sampling is permitted on County property.

Political candidate/party/issue booths are welcome, but all information, signs, etc., must be completely contained within their designated booth space. All campaigning must be done at the booth. All vendors may market only from their booth; walk-around marketing is not permitted. Vendor personnel cannot block the walk path. Vendors/Exhibitors may not change booth space/location without the expressed permission of the event staff.

Set-up will begin at 8 a.m. on each Saturday - not earlier. Vendors/Exhibitors will be allowed to drive their vehicle into the marketplace area and unload after 8 a.m., but must immediately move their vehicles. All vehicles must be out of the vendor area no later than 9:45 a.m.

The event opens to the Public at 11 a.m. and goes through 5:00 p.m. Vendors/Exhibitors may not break down/remove their exhibit until 5:00 p.m. on each Saturday without the expressed permission of the event staff, and such permission will not be given unless there is inclement weather or other overriding concerns. If early break down/removal is permitted, the exhibit must be removed by hand, i.e., no vehicles will be allowed to come into the marketplace area. All booths and merchandise must be removed by 8 p.m.

September Saturdays is a "rain-or-shine" event, and no refunds will be given due to inclement weather. There is a \$36 insufficient fund charge for bounced checks. If you have been a vendor in previous years with payment problems, payment this year is required to be with cash.

**Vendors/Exhibitors may not sell or give away food products or drinks. Vendors may give away water.** Food products are limited to the Food Court. Vendors/Exhibitors may sell products, give away samples (including product drinks), give away door prizes, and distribute information concerning products/services from their booth. If you wish to conduct a raffle from your tent, you must have a raffle permit from the Douglas County Sheriff's Department.

All tents must be self-supporting and include weights to prevent the wind from toppling it. No spikes may be used in the asphalt to stabilize the tent. All vendors must have tents. No open space exhibits are allowed. Funeral home tents are specifically prohibited.

Personal sound systems in booths are prohibited unless all emitted sound is contained to the individual booth. No alcohol or drugs are permitted on the Courthouse grounds. Violators may be arrested and prosecuted by the Douglas County Sheriff's Department.

If a vendor or exhibitor violates these event Rules and Regulations, they will be immediately dismissed from the festival and no refund given for their booth fee.

**No political campaigning is allowed at any Douglas County government sponsored booth.**

The Douglas County Department of Communications and Community Relations is the event organizer and manager, and the Department staff's decisions are final. All vendors will hold harmless Douglas County, its employees, contractors, Communities in Schools of Douglas County, festival organizers and sponsors from all claims due to your participation in the Festival.

The Festival public address/sound system is reserved only for use by event staff. No vendor/exhibitor/political candidate/elected official/candidate/other person may speak over the public address/sound system. The sound system is reserved for musical entertainment, Festival announcements, sponsor recognition, exhibitor and honoree recognition, emergency/public safety announcements, and program notes.

Banners displayed on the Courthouse railings, along Hospital Drive or Dorris Road, and at all non-booth locations are limited to the event itself and sponsors. No vendors/exhibitors may place signs or banners at any locations other than their booth space, including political candidates/parties/issues. Sponsors of the activities (train, inflatable game area, carnival rides, etc.) may place their signs and banners on the ride, ride fencing, and ride entry booth.

Electrical power is not available to vendor booths. However, small generators are allowed. Please let us know if you plan on bringing a generator, as it will determine your booth placement.

There is no guarantee of attendance or sales. September Saturdays is an outdoor festival affected by many uncontrollable factors. The festival is marketed and advertised extensively.