

# 2025 Annual Bogart FUNfest Vendor Application

Saturday, September 27th, 2025 9:00 am– 4:00 pm

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

Contact Person (Name): \_\_\_\_\_

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

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Booth Description: All vendors must submit a **complete** list of items they plan to sell for approval. Only pre-approved items will be allowed. **If you arrive at the festival with items that were not listed and approved, you will be required to remove them.** To ensure variety and fairness, we aim to avoid duplicate food items or merchandise. Please include photos of your merchandise and booth setup with your submission.

**\*NOTE:** All items must be **original and handmade**. Items made from commercial molds, patterns, or kits are acceptable. All FOOD VENDORS must follow Health Department standards. Baked Goods must be individually wrapped/packaged.

**\*FEES:** Booth Space is 12' x 12'. Each vendor is responsible for providing and setting up their own tent, tables, and electrical cords if needed. If the trailer or booth exceeds 12 feet then you MUST reserve and pay for two spaces. Vendors will not be able to set up any part of their booth on the grass.

Number of Craft/Food Vendor Booth(s): \_\_\_\_\_

@\$75Each (No electrical outlets provided)

Number of Craft/Food Vendor Booth(s): \_\_\_\_\_

@\$100Each (Electrical outlet provided)

Total of payment enclosed: \_\_\_\_\_

Please return your completed application along with payment to Bogart City Hall. Applications can be emailed to [bogartfest05@gmail.com](mailto:bogartfest05@gmail.com), hand-delivered to Bogart City Hall or mailed to Bogart City hall at 125 Main Street - P.O. Box 206 - Bogart, GA 30622. Payments can be made payable to the City of bogart or paid in cash. We also accept card payment in person or online, however there is a 3.5% interest fee added to every charge and application must be approved by the festival committee before payment can be taken. Please reach out to City Hall for any further instructions, questions, or help.

**Important Dates: All Applications must be submitted by August 31, 2025.**

Contact Information:

Phone: (770)-725-7386

Email: [bogartfest05@gmail.com](mailto:bogartfest05@gmail.com) or [crystal4bogart@gmail.com](mailto:crystal4bogart@gmail.com)

Mailing Address: City of Bogart - P.O. Box 206 - Bogart, GA 30622

**Important Information:**

**Set-up and Breakdown Clean up:** Vendors must arrive either Friday evening between 6:00 pm and 8:00 pm to set up for Saturday morning between 6:00am and 8:00am. Security will be provided Friday night to monitor the festival area. Main Street will be CLOSED at 8:00am and **absolutely NO cars** will be allowed to enter and unload. All personal vehicles MUST be cleared from the festival area and into the designated vendor parking NO LATER THAN 8:00am. No personal vehicles will be allowed to remain in the vendor area during the festival. Booths must be completely set up by 8:45am. Any vendor arriving after 8:00 am will have to go straight to the designated vendor parking lot and carry their items over from there. There will be no exceptions to this. Any vendors that arrive late may not be allowed in and will forfeit all fees paid.

Booths must be open and staffed from 9:00 am until 4:00 pm. Vendors are responsible for breaking down and cleaning up your booth space area. Please do not leave boxes or any other trash or debris in your vendor space. Trash cans will be provided throughout the festival area. Absolutely no bicycles, skateboards, or golf carts allowed unless approved by staff during festival hours. All animals MUST remain on a leash. This is a family friendly festival– no tobacco or alcohol is allowed in the booth or festival area.

**Cancellation Policy:** Written notice of cancellation must be received no later than August 31st, 2025 for a 50% reimbursement of fees. Cancellation after this date and no shows will forfeit all prepaid fees. Bogart Festival Planning Board Members reserve the right to prohibit the use, possession or sale of any items deemed to be detrimental to the health, safety, or well-being of any person. Prohibited items include, but are not limited to alcohol, tobacco, knives, contraband, pyrotechnical items, all firearms and all items realistically resembling firearms or weapons. Silly string and marshmallows are prohibited. Bogart Festival Planning Board Members reserve the right for final approval of all vendor applications and assume no responsibility for accidents, loss or damage to person or property during the festival (setup and cleanup included). If application is denied, a full refund will be issued immediately.

Information including space assignments and day of instruction will be sent after September 15th, 2025. We are so excited for the Bogart FUNfest this year and can't wait to have you join us! We try to make it a special day and already have so much planned to make it better than ever.

*I have read, understand and agree to adhere to the rules and regulations set forth in this application for participation in the 2025 Bogart FUNFest.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Board Use Only: Approved? Y N

Payment Received: Amount \$ \_\_\_\_\_ CK# \_\_\_\_\_ Cash \_\_\_\_\_ Trans. # \_\_\_\_\_ Rec# \_\_\_\_\_