

2024 Annual Bogart FUNfest Vendor Application

Saturday, September 28th, 2024 9:00 am– 4:00 pm

BOOTH NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

BOOTHDESCRIPTION: (List ALL items to be sold. Also include pictures of merchandise and booth setup)

*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 Vendor Booth(s): _____

@\$75Each (No electrical outlets provided)

Number of Craft Vendor Booth(s): _____

@\$100Each (Electrical outlet provided)

Total of payment enclosed: _____

Please return applications WITH payment to Bogart City Hall no later than August 31st, 2024. Applications can be hand delivered in person to **125 Main St. Bogart, GA 30622** or emailed to bogartfest05@gmail.com . Payments can be made by check made payable to the City of Bogart or paid in cash. We can also accept card payments in person or online– if you would like to pay with a card, please reach out to us for further instructions. Please call Bogart City Hall (**770-725-7386**) or email bogartfest05@gmail.com or crystal4bogart@gmail.com with any questions you may have. You may mail applications with payment to **PO BOX 206 Bogart, GA 30622-** but in

the past some applications have taken significantly longer to receive by mail and therefore have missed an opportunity to be a vendor.

Vendor spaces WILL fill up before the deadline. We cannot make any exceptions for vendor spaces once we have reached max. Capacity. Please send in applications with payment early to ensure you have a spot!

IMPORTANT INFORMATION:

***SETUP/BREAKDOWN/CLEANUP:** Vendors must arrive either Friday evening between 6:00 pm and 8:00 pm to set up or 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 1st, 2024 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 instructions will be sent after **September 1st, 2024.**

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 BOGART BUTTERFLY FESTIVAL.

SIGNATURE: _____ DATE: _____

For Board Use Only: Approved? Y N

Payment Received:

Amount \$ _____ CK# _____ Cash _____ Trans. # _____ Rec# _____