



# Snellville Fall Festival

## Saturday, October 22nd, 2022



### Non-Food Service Vendor/Exhibitor Application Letter

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Dear Vendor:

You are cordially invited to participate in the annual Snellville Fall Festival on the Towne Green in beautiful Snellville, Georgia. This year's Fall Festival, produced by ExperienceSnellville, will take place on Saturday, October 22nd, 2022.

This is an annual event and builds upon the tremendous successes of the previous years. We hope you will be able to join us for the Snellville Fall Festival this year.

The Fall Festival begins at Noon and will last until 6:00 p.m. and vendors featuring hand-made crafts, art and gifts will be presenting their products for sale. Additionally, local food vendors will be selling tempting food and drink items for the public's enjoyment.

Vendors will be assigned booth spaces that measure approximately 12' x 12'. All vendors must submit a completed application to be considered for acceptance. It must be postmarked by our deadline of October 8th and must be accompanied with your check made out to Snellville Tourism and Trade Association or STAT; or with your credit card information clearly filled out on the application. You will be notified within 7 days of receipt of application. Once approved, your check will be deposited or your credit card will be processed.

You must provide your own tent/canopy, tables, chairs and display materials. ***Please be aware: All tents or canopies must be weighted down, as stakes are prohibited at this event.*** Rental equipment is available. STAT is offering a 10' x 10' tent, one 8 foot table and two chairs for rent for an additional fee of \$100.00. Please fill out the appropriate areas on your application and include the \$100.00 rental fee with your booth rental money.

***Absolutely no staking on the Snellville Towne Green or City Hall Property. You must bring weights for all tents. For safety reasons, no one without weights will be allowed to set up .***

Letters for all vendors will be emailed with information including set-up time, directions and booth location approximately one week prior to the event.

Thank you for your interest in the Snellville Fall Festival. We look forward to seeing you there.

### ***Special Events!***

#### ***Award for Best Decorated Fall Festival Booth***

***Be creative and decorating your booth for a chance to not only win a prize, but be recognized in the Snellville Spirit magazine.***

***Tent or Treat - We are asking all vendors to bring some candy for our Tent or Treat this year, for the people who come to the event with their kids.***

Sincerely,

Jessica Manis  
Vendor Coordinator  
jmanis@ExperienceSnellville.com  
www.ExperienceSnellville.com

***NOTE: Space is limited. We encourage you to send your application as soon as possible in order to be considered for a space.***



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## Saturday, October 22nd, 2022



### Non-Food Service Vendor/Exhibitor Application Rules & Regulations

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#### FESTIVAL AREA AND BOOTH SPACE:

The festival area for vendors will be in front of Snellville City Hall on Oak Road or on the Towne Green in downtown, Snellville, Georgia. You will be notified by the Fall Festival Committee as to your acceptance and the location assigned to you based on order of submission and the needs of the Festival. In your notification, you will be given arrival and set-up instructions as well as a parking pass to the event.

#### ENTRY REQUIREMENTS:

1. Submit three (3) photos of the crafts you will be selling, with at least one being of your display set-up.
2. Enclose a check for the entry fee made out the Snellville Tourism and Trade Association or fill out clearly and completely the credit card section of the application. You will be notified within 7 days of receipt of application. Once approved, your check will be deposited or credit card will be processed.
3. Complete and sign the application form which includes a Hold Harmless Agreement. *The form must be signed if you wish to participate in the festival.*

***Deadline for application to be submitted is midnight, October 8th, 2022.***

#### BOOTH SIZE AND FEES:

Your vendor space will be approximately 12' x 12'. The entry fee is \$75 per event. More than one booth space may be rented. The charge for two booths is \$140.00. *\$25.00 per booth space is non-refundable if event is cancelled.* Electricity per hookup, if desired, will be an additional \$25.00. All vendors must be under a canopy or tent of at least 10' x 10' and securely anchored with weights.

***There is absolutely no staking on the Snellville Towne Green or City Hall Property. You must bring weights for all tents. For safety reasons, no one without weights will be allowed to set up .***

#### TAXES:

Vendors are responsible for collecting and submitting all required taxes. Gwinnett County currently collects 6% sales tax.

#### SECURITY AND INSURANCE:

Snellville Police will be on duty during the event. However, we cannot be responsible or liable for any injury in your booth to any customer or vendor and/or, loss and/or damage to property in your booth for any reason. You will be responsible for any insurance coverage for your personal property and/or injury to any customer/persons in your booth.

#### DISPLAYS, TABLES AND CHAIRS:

Vendors must bring their own display materials such as easels, display screens, shelves, etc. All tables and/or chairs must be furnished by the vendor. Rental equipment is available. STAT is offering a 10' x 10' tent, one 8 foot table and two chairs for rent for an additional fee of \$100.00. Please fill out the appropriate areas on your application and include the \$100.00 rental fee with your booth rental money. All tables must be draped to the ground on all sides. Booths must be kept clean and barrier free at all times and the area must be left clean at the end of the Fall Festival. All trash disposal is the responsibility of the vendor. Vendors are to provide their own trash bags and may dispose of the trash at the end of the event in the large dumpster behind City Hall or by hauling it away. *Trash cans in the event area are for customer use only.* All items not displayed for sale must be kept under your tables and/or out of sight.

#### SET UP AND BREAKDOWN:

Set-up begins on Saturday, October 22nd. You will receive specific set-up times and directions with your confirmation. You should have your area ready to greet customers by Noon. Show hours are from Noon until 6:00 p.m. You will receive break-down instructions along with your confirmation. **YOU ARE RESPONSIBLE FOR LEAVING YOUR BOOTH AREA CLEAN!!**

***There will be a \$100.00 fee to the responsible vendor if the booth area is not left clean.***

*No vehicles will be allowed on the Towne Green after 30 minutes after the event.*

**SMOKING IS NOT ALLOWED IN THE FALL FESTIVAL AREA!**

***My signature on my application signifies that I have read and understand the rules and regulations.***



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Saturday, October 22nd, 2022



## Non-Food Service Vendor/Exhibitor Booth Application

<b>Vendor Information: Business Name</b>		
Contact Name		
Address		
City	State	Zip
Telephone	E-Mail	
<b>Arts &amp; Crafts Information: Describe and list all types of items you will sell (please use back if needed)</b>		
Have you exhibited at this festival before: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Please list three (3) previous shows you have participated in as a vendor:		
<b>Application Submission:</b>		
<b>Booth Size</b> <i>Note: \$25 of the booth fee per booth (as a processing fee) is non-refundable if event is cancelled.</i>	<input type="checkbox"/> \$75 Single Booth Space (10' x 10') <input type="checkbox"/> \$140 Double Booth Space (20' x 10') <input type="checkbox"/> \$25 Electricity per hookup (if desired) <input type="checkbox"/> \$100 Equipment Rental: one 10'x10' tent, one 8' table and two chairs (if desired)	<i>All booths must be set up under a pop-up tent or canopy and securely anchored with weights. Absolutely no staking in Festival Area. Check or Credit Card info must accompany application for a booth to be assigned</i>
<b>Photos</b>	<i>All applications must be accompanied by at least three (3) photographs of your crafts with at least one being of your display/set-up</i>	
<b>Submit Application, Photos and Check</b>	Snellville Fall Festival/NFS Vendor P.O. Box 669, Snellville, GA 30078	Checks should be made payable to: <b>Snellville Tourism and Trade Association or STAT</b>
<b>Deadline</b>	<b>October 8th, 2022:</b> You may send your application any time before the deadline. Incomplete applications will not be considered. Please make sure your Credit Card Information is clearly written.	
<b>Acceptance</b>	The Snellville Fall Festival Committee will choose the participants. Previous participation in the Snellville Fall Festival does not guarantee acceptance. If you do not receive notification within 7 days of submitting your application please contact info@snellvilletourism.com	
<b>Credit Card or Check Payment</b>		
If you are paying by check, please include your check with your application. If you are paying via credit card, please fill out the information below completely and clearly. (There will be a 3% charge when using a credit card.) Signing this contract will authorize STAT to charge the amount specified above for exhibit space upon acceptance. If your application is not accepted, your credit card will <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard not be charged and/or your check will be returned.		
<b>Credit Card Number</b>		<b>Billing Zip Code</b>
<b>Expiration Date</b>		<b>3-Digit Security Code (On Back of Card)</b>
<b>Applicant Signature</b>		<b>Date:</b>
<i>I have read and fully understand all the details as set forth and agree to abide by all exhibit rules and regulations which are part of this contract. I agree to hereby indemnify and hold harmless the Snellville Tourism and Trade Association (STAT), the City of Snellville, and all organizations and persons sponsoring, managing or in any other way participating in the Snellville Fall Festival From any loss, claim, penalty or lawsuit in any way arising from my operation or involvement in the Festival.</i>		
<b>Festival Use Only:</b>		
<b>Date Received</b>	<b>Amount</b>	<b>Check/Approval #</b>
<b>Confirmation Sent</b>		<b>Space Number</b>