

*Washington-Wilkes Chamber of Commerce  
32nd Annual MULE DAY  
Southern Heritage Festival  
at Callaway Plantation  
2160 Lexington Road (U.S Hwy78)  
Washington, Georgia 30673  
October 13, 2012 – 10 a.m. – 4 p.m.  
www.washingtonwilkes.org*



## Vendor Application

**Circle One:** Arts and Crafts      Food

Business Name (if applicable) \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

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

Telephone: Day: \_\_\_\_\_ Night: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Describe items to be sold:

**Booth Rentals:**

<b>Arts &amp; Crafts Vendors</b>	\$50 per 12 x 12 \$100 per 24 x 12	Size & number of spaces needed:	<b>Total</b> \$
<b>Food Vendors</b>	\$60 per 12 x 12 \$120 per 24 x 12	Size & number of spaces needed:	<b>Total</b> \$
<b>Electricity</b>	\$15		<b>Total</b> \$

**Payment must accompany application      TOTAL ENCLOSED** \_\_\_\_\_

**Selection Process:** Applications are considered on a first come, first served basis and applicants will be notified of acceptance/denial upon receipt of application and payment.

**Cancellation & Refunds:** Cancellations after August 1st refunds will be subject to a \$25 administration fee. After September 15th there will be no refunds.

**Submit Applications with Checks Payable to 32nd Annual Mule Day.** Mail to: Washington-Wilkes Chamber of Commerce, P.O. Box 661, Washington, GA 30673. **Deadline:** August 31, 2012

I have read and fully understand all the information set forth on this and the attached document and agree to abide by all policies, rules, and regulations in this contract. I hereby agree to indemnify and hold harmless the 32nd Annual Mule Day, the Washington-Wilkes Chamber of Commerce, its Board of Directors and committee members, the City of Washington, the County of Wilkes and any employees, volunteers, or persons sponsoring, managing, or in any other way participating in the 32<sup>nd</sup> Annual Mule Day from any loss, claim, penalty, or lawsuit in any way arising from my involvement in the festival.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

*Festival Use Only: Date Received      Amount      Check #*

*Confirmation Sent:      Booth Assignment:*

# **32nd Annual MULE DAY**

## **Vendor Information**

### **Policies:**

- \* The Washington-Wilkes Chamber of Commerce reserves the right to make the final decision on acceptability of an applicant based on past performance, timeliness of returned application, variety of vendors, and in accordance with the event's family atmosphere.
- \* Each exhibitor is required to take care of their own trash, regularly empty their receptacles keep their space clean and supply their own garbage bags. When vacating the premises you must remove all trash from your location.
- \* Non-profits, other organizations, religious groups, candidates for State, Federal and Local political offices are welcome to have literature available in a booth space, but **MAY NOT** hand it out away from booth.
- \* Exhibitors unable to attend **may not** allow another exhibitor to take their space.
- \* For the health & safety of animals associated with the event, with the exception of service & demonstration animals, pets must be on a leash at all times.
- \* Exhibitors will NOT be allowed to change booth locations. Placement is at the discretion of the festival committee only.
- \* Signage in your booth area must be restricted to your rented booth size & should be no higher than 1 foot above your tent/trailer. Food vendor's menus & prices must be easily visible.
- \* **Due to space limitations, exhibitors are allowed two free vehicles only. Any additional vehicles will be required to pay a \$5 fee.**

### **Booth Set-Up:**

- \* Exhibitors must check in with the Chamber representative in the exhibitor area prior to setting up.
- \* Exhibitors MUST unload their vehicle and immediately remove it to the designated Vendor Parking area **before** setting up their booth. During the festival no vehicles are permitted in the festival area.
- \* Participants must provide their own tent, tables, chairs, display racks, lights, extension cords, tools and any other materials needed. Tents must be weighted to withstand weather conditions.
- \* Booth set-up is from 7 a.m. to 9:00a.m. Booths may be set-up on Friday evening after 5; however, we can not guarantee security will be provided on Friday night until the week of the event.

### **Booth Dismantle:**

- \* Exhibitors shall not begin booth dismantle prior to the end of the event at 4:00 p.m. Exhibitors not complying (except for emergencies) may be prohibited from participating at future events.
- \* Exhibitors must dismantle their booth completely prior to driving their vehicles into the festival area.

### **Security and Insurance:**

Neither Mule Day, the Washington-Wilkes Chamber of Commerce nor the City of Washington takes responsibility for theft, loss, or damage to exhibitor, exhibitor merchandise or personal property while setting up, participating in, or dismantling. Exhibitors understand that neither Mule Day, the Washington-Wilkes Chamber of Commerce nor the City of Washington maintains insurance coverage on the exhibitor's property; that is the exhibitor's responsibility.