

Irwin ARC
PO Box 614
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Hello Vendors,

The Georgia Sweet Potato Festival will be held on Saturday, October 29, 2022. We are so excited you would like to participate in our festival this year! The arts & crafts will be held at the old Irwin County Elementary School located on Highway 32 (or West 4th Street), two blocks west of town.

Information regarding the show is listed below. Again, we are so glad you are joining us this year. If we can be of any assistance, please give us a call at (229) 468-9494 ext 242, 224 or 232 or email at irwinarc2019@gmail.com. Email is the **preferred method** of contact due to availability of committee members.

FOOD VENDORS

BE ADVISED, THIS YEAR FOOD VENDORS THAT OPERATE OUT OF A TRAILER MUST CHECK IN AND SET UP ON THURSDAY AFTERNOON BY 8:00 P.M. NO FOOD VENDORS WITH TRAILERS WILL BE ALLOWED TO SET UP AFTER THURSDAY. IF YOU ARE A FOOD VENDOR THAT WILL ONLY HAVE A TENT YOU SET UP ON FRIDAY.

ALL OTHER VENDORS

Vendors may get their space number on Friday, October 28th, **after 12:00 p.m.** from festival volunteers that will be at the festival location. You must set up your booth on Friday, there will be security available overnight. **All vendors must be set up by 8:00 p.m. on Friday evening, October 28th.**

ON THE DAY OF THE FESTIVAL (OCT 29TH), ALL VENDORS NEED TO BE IN THEIR ASSIGNED SPACE READY TO GO AT 8:00 A.M. THE ARTS & CRAFTS SHOW LASTS UNTIL 5:00 P.M. ON OCT 29TH. WE ASK THAT VENDORS DO NOT BREAK DOWN THEIR BOOTH/SPACE UNTIL 5:00 P.M.

Booth prices are as follows:

12 x 12 booths(Arts & Crafts ONLY)	\$100.00	12 x 12 booths with electricity	\$125.00
Ride on Exhibitors 15 x 12 booth	\$120.00	Ride on Exhibitors with electricity	\$145.00
Food Vendors 15 x 12 booth	\$130.00	Food Vendors with electricity	\$160.00

**Deadline for applications is October 21, 2022. After this date, there will be an additional charge of \$10.00.

Vendors need to keep the following items in mind:

- Please submit a photo of your work. Photos will not be returned; they become property of the Irwin ARC.
- **Confirmations are not sent.** Unless you are contacted by a committee member, you are accepted.
- Food vendors and Ride on Exhibitors must submit proof of liability insurance.
- Food vendors do not have to contact the health department for food permits. We will submit a list of approved vendors to the health department for them to do inspections the day of the festival.
- It is the responsibility of **ALL VENDORS** to collect and pay sales taxes.

CONTINUED ON BACK!

- The vendors must supply their own tables, tents and electrical cords.
- Please keep in mind any tents on trailer hitches **must fall within the purchased space**. If it does not fit within the space you have purchased, an additional booth space must be purchased and placed where space is available.
- For anyone selling merchandise out of a trailer, we must know many side(s) you will be operating out of and also what side the hitch is on. This is especially important for food vendors. No concession Trailer will be allowed to set up after Thursday evening. No tents need to be set up in food court until Friday.
- There will be no refunds once an application is accepted and in cases of inclement weather.
- There is a fee for use of electricity.
- There will not be any parking around the booth spaces.
- You **MUST LIST ALL ITEMS** you will be selling. We try to the best of our ability to limit the number of vendors doing the same items. If on the day of the festival, any committee member finds that you are selling items not listed on your application we reserve the right to ask you to remove the items or leave the festival with no refund. Items of poor taste will not be allowed.
- You may not share your space with anyone without approval of the committee. Anyone allowing this will be asked to put away non-registered or pre-approved items.
- No illegal CDs, DVDs or illegal name brand purses (imposters or knock offs) will be allowed.
- If you have any special needs, this must be listed on the application.
- Please keep in mind that all committee members are volunteers. This Arts & Crafts fundraiser is to assist mentally & physically disabled individuals. We have limited space and can't fulfill everyone's wishes. We work on a first come, first serve basis but we will try to accommodate special needs. If there are any problems the day of the festival, please see a committee member.

**KEEP THIS SHEET FOR YOUR
INFORMATION!**

Application must be fully completed or your application could be rejected. Application Deadline October 21, 2022. After deadline a late fee of \$10.00 is charged.

Please print clearly.

Business Name	
Contact Name	
Address	
City/State/Zip	
Phone/Cell/Fax Number	
E-mail Address	

Type of vendor (Please circle one) Handcrafted/Engraved Food Resale Handcrafted/Resale Ride on Exhibitor

Must list in detail all items you will be selling. (If more room is needed, please attach sheet with additional information)

If you are a combination of Arts & Crafts/Resale, please give percentages. _____%Arts & Crafts _____% Resale

Do you have special requirements for the location of your spot due to a disability? Yes No

Will you have to work out of a truck/van during the festival? Yes No

Will you be operating out of a tent? If yes, please give size. Yes _____ No

Please list any other special needs: _____

Deadline for Application: October 21st, 2022 Late entry fee is \$10.00

Booth prices are as follows and checks should be made to Irwin ARC & sent to PO Box 614 Ocilla, GA 31774

12 x 12 booths	\$100.00	12 x 12 booths with electricity	\$120.00
Ride on Exhibitors 15 x 12 booth	\$115.00	Ride on Exhibitors with electricity	\$140.00
Food Vendors 15 x 12 booth	\$125.00	Food Vendors with electricity	\$155.00

Food vendors must be in the food area and pay food booth prices. All food vendors & ride on exhibitors **must submit proof of insurance** with their applications. Applications must be completely filled out to be considered for acceptance.

Please specify the number of spaces you will need for the festival? _____ Trailer hitches, tents, etc. **must fit within space.**

Will you need electricity? Yes No (Electricity is limited. We encourage quiet generators. Anyone caught Using electricity without paying for it will be asked to leave.)

Will you need water? Yes No

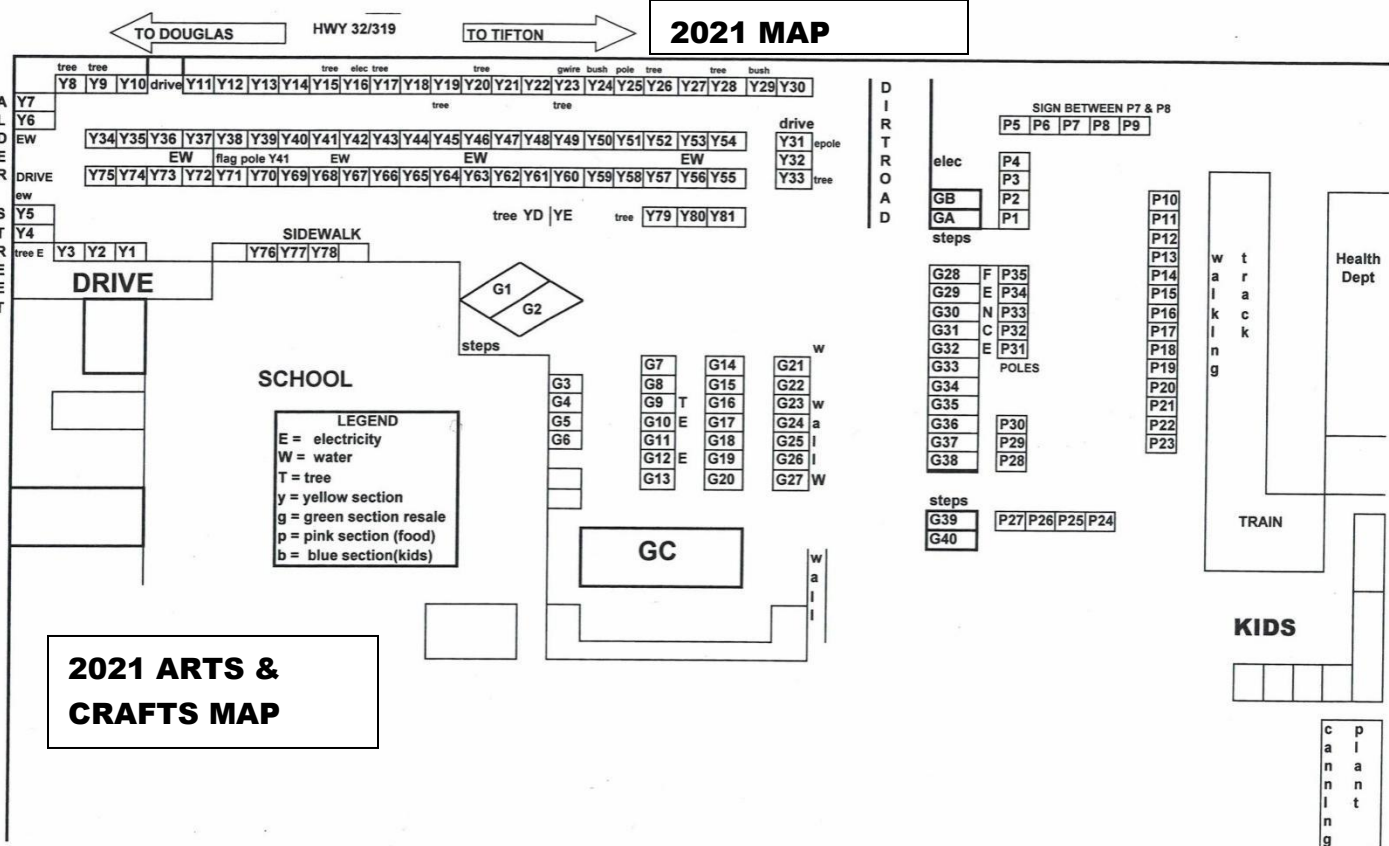
Would you have objections to your name/address being released to other festival coordinators? Yes No

Signature

Date

The following is a tentative map for this year’s festival. Due to the possibility of there being changes in the grounds where the festival is held, there is no guarantee the map will be exactly the same. Please list three spaces that you would prefer to have. Please keep in mind that we try to fulfill your requests but we can’t grant every request.

- Y1-Y81 Handcrafted items, informational booths
- G1-G40 Resale or combination of items
- P1-P35 Food
- B1-B7 Kids



For Festival Committee Use

Received _____

of Spaces _____

Vendor Type _____

Amount Paid _____

Check/Money Order # _____

Electricity _____

Water _____

Special Needs _____
