

Christmas On The Square



Vendor Application

Event Date: *December 2, 2019*

Application Deadline: *November 25, 2019*

Event date/hours

Saturday, December 2, 2019

5:00 p.m. – 8:00 p.m.

Parade: 6:00 p.m.

Application Deadline

November 25, 2019

Vendor Set-up Schedule

Saturday, December 2, 2019

3:30 p.m.- 4:30 p.m.



*Advance
Adairsville*

We are encouraging our vendors to bring some fun and exciting crafts for our families joining us. The City will be providing photos with Santa for each of our visitors.

We want to make this event filled with holiday fun with face paintings, crafts, ornaments, games, and more!

*A reminder for our vendors: this is a **FREE EVENT** for our families who attend. Anything you decide to set up must be given out **FREE!***

No Charge for Vendors

Rules & Regulations:

1. Booths must be ready no later than 4:30 p.m. on Monday. Booths must be staffed at all times.
2. Booths are filled on a first-received application basis – **apply early!**
3. All vendors will be required to supply their own tents, tables, chairs, electrical cords, etc. –**electricity available upon request**
4. Vendors are not allowed to stake tents into the asphalt or concrete on the show grounds. **Bring weights to secure your tent.**
5. All spaces will be marked and numbered. There is only ½ foot outside of the marked space for tie-downs, weights, etc..
6. Vendor will be notified of booth location when arriving on Saturday set-up day.
7. Vendors are responsible for clean-up of their areas at the conclusion of the event.

Any vendor planning to conduct a raffle at the event must advise in advance of the raffle and the drawing will take place as part of the event activities. The time for the drawing will be identified prior to the event in order for that information to be posted with the item to be raffled.

Please arrive during scheduled set-up time. Vendors will need to enter the Public Square at the Main Street and Gilmer Street entrance.

Marketing & Event Coordinator, Bethany Brady or designee will help you locate your assigned space.

PLEASE DO NOT SET UP UNTIL SOMEONE SHOWS YOU YOUR ASSIGNED AREA

All vendors must remain within their assigned space for the duration of the event. All vehicles must be unloaded & moved from the Public Square area immediately upon unloading.

We hope you will enjoy being a vendor at this year's Christmas on the Square. If you have questions or comments concerning the event, please contact Bethany Brady at 770-864-0319 (call or text) or email at bbrady@adairsvillega.net



Vendor Application

Application Deadline: November 25, 2019

Contact Name(s): _____

Business/Organization Name: _____

Address: _____

City/State/Zip: _____

Cell Phone: _____

E-mail Address: _____

Description of Vendor Set-up:

☐ 10'L X 10'W SPACE ONLY _____

☐ 12'L X 12'W SPACE ONLY _____

☐ 15'L X 15'W SPACE ONLY _____



RELEASE

I acknowledge and agree to hold harmless City of Adairsville, from responsibility for injuries to any vendor, or for damaged or stolen work, or damage to displays by natural or willful causes. I agree to abide by the rules and regulations as set forth in the event requirements. I understand that City of Adairsville and its authorities have the right to refuse admittance of any vendor and to request removal from the property should they not adhere to the Standards of Conduct set by The City of Adairsville.

I understand that pictures of my vendor set-up and workers could potentially be used for marketing/advertising for future Christmas on the Square events. I understand that this a 100% free event for those in attendance.

Signature

Printed Name

Date

