



City of Adairsville

116 Public Square • Adairsville, Georgia • 30103

Phone (770) 773-3451 • Fax (770) 773-2582 • www.adairsvillega.net

Office of Marketing & Events

2021 Halloween on the Square Vendor Application

Event: Sunday, October 31 – 4:00 PM – 6:30 PM

Location: Historic Downtown Public Square

Application Deadline: Wednesday, October 27 – 5:00 PM

Vendor Set-Up Schedule: Sunday, October 31 2:00 PM – 3:30 PM

Rules & Regulations:

1. This is a FREE event across the board, we ask that vendors bring something fun for attendees to do and CANDY!
2. Booths must be ready no later than 3:30 p.m. on Sunday.
 - a. Vendors will enter Public Square at Main & Gilmer
3. Booths are filled on a first-received application basis – **apply early!**
4. All vendors will be required to supply their own tents, tables, chairs, electrical cords, etc.
 - a. **Electricity MAY available upon request**
5. Vendors are not allowed to stake tents into the asphalt or concrete on the show grounds.
 - a. **Bring weights to secure your tent.**
6. All spaces will be marked and numbered. There is only ½ foot outside of the marked space for tie-downs, weights, etc..
7. Vendor will be notified of booth location when arriving on Monday set-up day.
 - a. A City of Adairsville representative will meet you on location.
 - b. Please drop off your items and remove your vehicle from Public Square for set up
8. Vendors are responsible for clean-up of their areas at the conclusion of the event.

PLEASE DO NOT SET UP UNTIL SOMEONE SHOWS YOU YOUR ASSIGNED

We hope you will enjoy being a vendor at this year's Halloween on the Square. If you have questions or comments concerning the event, please contact Bethany Brady at 770-773-3451, 470-601-1069 (call or text) or email at bbrady@adairsvillega.net

Vendor Application

*Application Deadline: **October 27th** by 12:00 PM*

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 Events Planning Committee and City of Adairsville Government.

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