



## "DOWNTOWN FALL FEST" VENDOR INFO & APPLICATION FORM

Greetings Vendors:

Attached you will find the vendor application packet for the Downtown Fall Fest. This Event will be located in Downtown Thomaston. Thank you for your interest in being a part of this great event. Please fill out the application form thoroughly, also include a product list with proposed pricing. This is to cut down on having multiple vendors with the same inventory. Please keep in mind that there are a limited number of spaces available and they will fill up quickly. So, it will be on a first come, first serve basis. **The DEADLINE for entry is Thursday October 13, 2022.**

**SELECTION PROCESS: We are looking to have local/regional artisans, craftsmen, and makers for the 1st Annual Downtown Fall Fest. Applicants will not be required to pay a fee unless their vendor application is approved**

**Date:** Friday October 21st, 2022

**Time:** 4-9 PM

**Location:** Downtown Thomaston

All applications are subject to approval by the Downtown Development Authority. Please state exactly what you will have in your booth. \Day of set up will begin at Noon, before the event. We will contact all vendors by email with instructions. If you have questions, please contact **Mr. Taylor Smith at (706)601-4520.**

Thank you for your interest in being a part of this years' event. We look forward to reviewing your application.

All applications should be submitted to Mr. Taylor J. Smith at [Tsmith@cityofthomaston.com](mailto:Tsmith@cityofthomaston.com) or dropped off at the City Manager's Office on the 2nd/ floor of the Thomaston-Upson Government Complex located at 106 E. Lee St. Thomaston, GA 30286.

Thank You,

*Mr. Taylor J. Smith  
Economic Development Coordinator  
City of Thomaston*

## ***"DOWNTOWN FALL FEST VENDOR INFO & APPLICATION FORM***

### **CONTACT INFORMATION:**

Business Name \_\_\_\_\_

Type of Booth \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City State/Province Zip/Postal Code

\_\_\_\_\_  
Email

(\_\_\_\_\_) \_\_\_\_\_

Cell Phone

*\*email will be our primary method of correspondence with you unless you note otherwise\**

**Type of products or service:** Be specific. Include brand names of products. You may attach additional information. If a product is not listed here, you will not be allowed to sell it. This application is not complete without this information. We will try to make sure there are no duplicate booths, but cannot guarantee product exclusivity.

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**PRODUCT PRICE RANGE** \_\_\_\_\_

**POWER REQUIREMENTS?** \_\_\_\_\_ *yes* \_\_\_\_\_ *no*

**HOW MANY 10X10 SPACES WOULD YOU NEED?** \_\_\_\_\_

(Booth Fee is \$25 per space)

**DO YOU CURRENTLY HOLD A CITY OF THOMASTON TRANSIENT VENDOR LICENSE?** \_\_\_\_\_ *yes* \_\_\_\_\_ *no*

No rain date or refund due to inclement weather.

Cancellations that occur after applicant is accepted will be non-refundable.

*Registrations will be handled on a first come, first serve basis.*

Vendor agrees to have booth set up and ready for viewing by 4 PM on Friday

Cooking or preparing of food items are only allowed in the food court area.

All display props including tables, chairs, tents, etc. for the booth will be provided by the exhibitor.

City of Thomaston reserves the right to reject or remove from the market any items considered unsuitable.

There will be electricity provided for an extra fee of \$10 for individual booths in limited areas.

You may set up your tent on Friday October 21st.

You may arrive as early as Noon to set-up your booth space. Spaces will be clearly marked.

A map showing vendor locations will be distributed to the exhibitor.

Before leaving your space you must clean up any trash, etc. Please do not leave any unsold items. Vendor will also give a list of Items that will be sold.

Notification of booth assignments will be given one week in advance by email.

*The Exhibitor will indemnify and save harmless the City of Thomaston and all employees of the same against all claims, for all damages, actions, judgments, decrees, penalties, and/or liability and expenses in connection with loss of life, bodily and/or personal injury and/or damaged property arising out of or from the use and occupancy by the Exhibitor of the premises or any part thereof. The Exhibitor also agrees to hold the City of Thomaston and all employees of the same harmless and not responsible whatsoever for loss, theft, burglary, robbery and damage to property of any kind, including equipment, supplies, merchandise, exhibits, etc. of the Exhibitor or any of its agents, invitees, etc.*

**I have read this document and am fully aware of the content and implications, legal and otherwise.**

By signature on this application, I hereby state that the above information is factual and truthful and hereby grant The City of Thomaston to verify this information. Any information found to be fraudulent or deliberately misleading shall be grounds for dismissal of the applicant from consideration.

\_\_\_\_\_  
Signature of Vendor/Agent Date

\*\*\*\*\*For office use only\*\*\*\*\*

Amount Paid \_\_\_\_\_ Date Paid \_\_\_\_\_

Method of Payment \_\_\_\_\_ Received by \_\_\_\_\_ Booth# \_\_\_\_\_