



September 30, 2017
Noon – 8:00 p.m.
Downtown Stockbridge

VENDOR RULES

By agreeing to be a vendor at Bridgefest, you and anyone with you at BridgeFest agrees to all rules set forth by the City of Stockbridge. Any violation of these rules can result in removal from the *BridgeFest* venue and exclusion from future City of Stockbridge events. Please read and initial each line below.

- _____ All event vendors must have an approved *BridgeFest Vendor Application* on file. ONLY those items listed in the approved application are allowed to be displayed and/or sold from the vendor's booth.
- _____ All vendor fees must be paid prior to the event. No refunds will be given.
No Exceptions.
- _____ Vendors are responsible for collecting and remitting all required taxes. Georgia Sales tax is 7%.
- _____ Event Load-in/Set-up is **Saturday, September 30th, 6:00 a.m. – 11:00 a.m.** Vendors will NOT be allowed to drive to their booths if after this time.
No exceptions.
- _____ Motor vehicles will not be allowed in the event areas except during designated times. **No Exceptions.**
- _____ Vendor booths must be staffed at all times, with the complete display remaining in place until the event is closed. The event opens to the public on Saturday, September 30th at Noon and will remain open until 8:00 pm. Security will be on site during event hours.
- _____ *BridgeFest* is an outdoor event that occurs rain or shine. Vendors must be prepared for inclement weather, including but not limited to rain, heat, cold and wind.
- _____ Vendors are responsible for protecting their wares from the elements.
- _____ Vendor space assignment is non-transferrable. If you have a specific request and/or special needs, it must be requested in writing with the submittal of the vendor application no later August 21, 2017. All requests will be considered, but are not guaranteed.
- _____ Vendor spaces are 10 ft. x 10 ft. areas unless otherwise approved by the City's event staff. Vendors must provide all booth necessities, including tents, display tables, stands, chairs, tools, etc. for display of their wares.

- _____ Electricity is provided on a first-come, first-served basis. Vendors needing electricity, must indicate this on their vendor application. Vendors who are approved for electricity must provide their own heavy-duty extension cord(s), duct tape, etc. (at least 100 feet). Available electricity is 110v ONLY.
- _____ Vendors must bring all necessary equipment to assist with loading in and out of event area (i.e. rolling carts, dollies, hand trucks, etc.). Driving up to your booth will ONLY be allowed during the designated set-up time and after the event has ended.
- _____ Digging and/or driving large stakes in the ground will not be allowed in event area. Only small stakes (under 10 inches in length) will be allowed. In addition, Vendors must attach sufficient weight to every corner of their booth to prevent wind displacement.
- _____ Vendors are not allowed to secure tents or booth displays to any event area benches, trashcans, trees, stages, power poles, etc.
- _____ Vendors and their agents must stay confined to their assigned vendor space. Selling of wares and distributing information outside of the assigned vendor space is **strictly prohibited!** This includes, but is not limited to, distributing flyers and/or promotional items, walking around the event area to market wares, using sound amplification, placing signage in the area, etc.)
- _____ All vendors are responsible for the cleanliness of their booth area. Failure to monitor your area will result in removal from the event venue and exclusion from future City of Stockbridge events.
- _____ No used/resale or flea market items allowed.
- _____ No pets are allowed.

BridgeFest 2017 Vender Agreement

Contact Name	
Company Name	
Contact Phone Number(s)	

I have read, initialed, and understand each Vendor Rule outlined in this document. I agree to abide by these rules and understand that violation of any of these rules can result in removal from the *BridgeFest* venue and exclusion from future City of Stockbridge events.

Signature (Must be signed by the original applicant)

Date

Please make a copy for your records, then return this signed and dated form with the completed *BridgeFest Vendor Application* via email: events@cityofstockbridge-ga.gov, fax: 770-389-5484, or Snail Mail: City of Stockbridge - BridgeFest /4640 North Henry Blvd. / Stockbridge, GA 30281