

# Pine Tree Festival 2024 Vendor Information

## \*RULES & REGULATIONS\*

The Pine Tree Festival will not guarantee vendor spaces. Requests for a space will not be accepted. The festival committee will be responsible for making judgement calls and will be as fair as possible. Friday, **May 3rd** is the annual Rhythm & Pines musical event in the downtown area. This event begins at 6 PM and lasts until at least 11 PM. Saturday, **May 4<sup>th</sup>** will begin early with a Knotty Pine 5K Run beginning at 8 AM and follow with opening ceremonies and parade at 10 AM. Following the parade, there will be plenty of activities downtown to keep attendees entertained.

- 1) Vendor applications & contracts can be submitted via mail (***Pine Tree Festival, Attention: VENDORS, PO Box 725, Swainsboro GA 30401***) or email (*donna@goemanuel.org*). Please be aware that submissions will not be assigned a location spot until payment is received. (*If you email your paperwork, you must send payment via mail to the address above. You are not a vendor until your payment is received & cleared!*) Only check or money order is accepted – NO CASH! Required paperwork and payment must be received or postmarked by the **VENDOR DEADLINE - APRIL 26, 2024**. Anyone requesting to become a vendor following this date will be charged an additional \$100 late fee and will also be subject to availability. We are limiting our vendors this year so quick action on your part is crucial in reserving a vendor spot.
- 2) Vendor acceptance notification will be sent via email. **PLEASE INCLUDE AN EMAIL** on the application that is checked frequently. We will not call or mail information to you. Emails will be sent to approved vendors. Once *vendor spots are assigned*, there will be no refunds unless approved by the Pine Tree Festival Committee. Refunds will only be considered in the event of an emergency prior to the Vendor Deadline. Absolutely NO refunds will be given after the Vendor Deadline – **April 26, 2024**. All refunds are at the discretion of the festival committee.
- 3) A booth photo must accompany your application. This photo should show items you plan to sell and the presentation of your set-up. This photo will be considered in the acceptance of your vendor application. Each vendor must present a neat and professional appearance. The photos become the property of the Pine Tree Festival and will not be returned. Photos may be used for publicity. Photos may be mailed with your application or emailed to *donna@goemanuel.org*. Please make sure your photo is labeled with your name and contact information. All vendors (past participating vendors included) must submit a photo.
- 4) *Vendors will be provided information on check-in with their confirmation of approval email*. Again, you must submit a working email that is checked frequently. Vendors will be required to check-in at the designated location (TBA) at the time specified. Only approved vendors will be allowed to set up for the festival. No other vendors will be allowed.
- 5) Vendors are expected to participate fully for time indicated on their application and agree to be present for those scheduled festival hours. Vendors should be prepared for inclement weather as there will be no refunds due to weather conditions unless the festival is cancelled. Vendors are asked not to dismantle their booths before the festival ends because this is disruptive to shoppers and other festival vendors.
- 6) No vehicles are allowed to stay within the vendor area following set-up. All vehicles must be removed by times indicated on application. Any vehicles remaining will be removed at the owner's expense. A designated parking area will be provided for vendors this year. Please remove all vehicles following completion of set up. This is necessary to provide room for all.
- 7) **Electricity and water are NOT provided**. Anyone caught plugging into outlets in the vendor area will be asked to leave and will forfeit their vendor fee. You will not be allowed to attach or plug in to electric or water of downtown businesses. It does not matter if business gives you permission. This is a rule set by the festival committee. It will NOT BE TOLERATED! Low noise or quiet generators are required for all vendors needing electricity.
- 8) Vendors are responsible for all necessary display props such as tables, chairs, table covers, etc. Tables should be covered to the ground and all packing material should be placed underneath the

table or kept out of the vendor area. Vendors must keep assigned spaces clean and litter free.

You are responsible for your own trash. **DO NOT put hot coals in trash cans or dumpsters!!!**

- 9) The Pine Tree Festival Committee will do its best to separate food vendors from arts & craft/clothing vendors, but this cannot be guaranteed.
  - 10) Allotted space will be strictly enforced; therefore, booth display should NOT exceed the established boundaries of 16' wide by 16' deep. Any vendor needing additional space will be required to reserve extra spaces as needed. Canopies, tents, trailer hitches, connecting wires, and/or tie-down ropes must be contained within the vendor assigned space. **Vendor set-up MUST fit in the allotted space!** Anchors should be weights due to paved vendor area.
  - 11) Vendors must list all items to be sold on the application. The Pine Tree Festival Committee will work hard to avoid over duplication of vendor items. Please note: *All foods/items listed on your application may not be accepted. You will receive notification of items approved for sale at booth and only those items may be sold. No exceptions.* Harvey's Supermarket and Pinetucky Meats are both within walking distance for any needed food supplies.
  - 12) Vendors displaying merchandise not listed on their approved applications will be asked to remove the items at the discretion of the festival committee, which is the sole judge as to the suitability of an applicant's merchandise. The Pine Tree Festival Committee reserves the right to refuse space to an exhibitor who does not comply with vendor rules. Vendors may also be asked to leave and forfeit application fees.
  - 13) No offensive noise distractions allowed in the vendor area – this includes music of any kind, toy noise makers, snaps or poppers, etc.
  - 14) No fortunetelling, phrenology, clairvoyance, palmistry, astrology, or other kindred practices will be allowed according to city ordinance.
  - 15) **Items you are not allowed to sell at your booth: toy guns, snaps or poppers, silly string, or other novelty items. Gun sales are not allowed. Any knives, swords, etc. will only be accepted after festival board approval.** The Pine Tree Festival Committee strives to emphasize handcrafted items at the festival. If you are not sure on something, call Donna at 478-237-6426.
  - 16) **Politicians/political parties will be charged a vendor's fee** depending on booth space needed and participation length.
  - 17) The Pine Tree Festival Committee reserves the right to approve or deny any application for any reason.
- 

**FRIDAY Check-in** begins **Friday, May 3<sup>rd</sup>** from 12:00 pm to 5:00 pm. This is the only time frame allowed for Friday check-in. Downtown streets will be closed to vehicular traffic Friday afternoon at 5:00 pm. All set-up must be complete & vehicles removed from the vendor area by 5:00 pm.

**\*\*BE ADVISED:** full time overnight security is NOT provided but police surveillance will take place periodically throughout the night. Vendors should safely store valuables for protection. Vendors may leave a table/chair, etc. to block off their vendor space overnight if desired. Saturday morning check-in begins early, and it is important to make sure your area is secure and ready to set up in a quick manner.

**SATURDAY Check-in** is **Saturday, May 4<sup>th</sup>** from 5:00 am to 7:30 am. This is the only time you are allowed to check-in. Downtown streets will be closed to vehicular traffic Saturday morning at 7:30 am. Vendors will not be allowed to set up after 7:30 AM. Vendors needing to replenish supplies by vehicle must do so before 7:30 AM. All set-up must be complete & vehicles removed from the vendor area by 7:30 am.

 There is no additional fee to arrive on **Friday, May 3<sup>rd</sup>**. You may check-in, set-up and sell.

**DO NOT RETURN THE ABOVE INSTRUCTIONS. KEEP FOR YOUR REFERENCE.**

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

Person in Charge Name (if different from above) \_\_\_\_\_

Address \_\_\_\_\_

. Mailing Address City State Zip

Phone Contact \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

(email is **REQUIRED!** – this is how the vendor chair will communicate with you!)

Vendor vehicle’s make, model, tag \_\_\_\_\_

\_\_\_\_\_

**Booth Request:** (please choose one option below with a check mark)

\_\_\_\_\_ Option #1 - I plan to participate with one 16’ x 16’ area. Cost = \$200.00

\_\_\_\_\_ Option #2 - I plan to participate with two (2) 16’ x 16’ areas. Cost = \$300.00

If the above sized areas do not meet your needs, please contact Donna at 478-237-6426.

When do you plan to check-in? \_\_\_\_\_ **FRIDAY, May 3<sup>rd</sup>** \_\_\_\_\_ **SATURDAY, MAY 4<sup>th</sup>**  
(check only one)

Please select the category which best describes your vendor items for sell. Please be mindful of the prohibited sell items listed in the vendor information.

\_\_\_\_ F = Food/Drinks/Ice \_\_\_\_ A/C = Arts & Crafts (handcrafted) \_\_\_\_ R =Retail \_\_\_\_ O =Other/No Sales

Description booth items: (Please be specific. Include all items you wish to be considered. All may not be approved to prevent duplication. Those handing out items for free should also complete this part of the application and select O =Other.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The vendor applicant hereby agrees that he/she has received, read, and complies with the regulations furnished by the Pine Tree Festival and acknowledges that the Pine Tree Festival, as well as the Swainsboro-Emanuel County Chamber of Commerce, the City of Swainsboro and the County of Emanuel are released and held free from liability for any loss or damage to person, property, costs, expenses, or loss of service on account of, while engaged in, or in any way growing out of the Pine Tree Festival. In addition, the applicant hereby agrees to defend, indemnify, and hold harmless those entities above, including their officers, agents, and successors, and assigns from and against any and all claims, demands, actions, or causes of actions, suits at law or inequity of any nature or character arising out of or any act of mission of the second party or its agents in the performance of rights, duties, and obligations of the second party under this agreement. The second party understands that the Pine Tree Festival, the Swainsboro-Emanuel County Chamber of Commerce, the City of Swainsboro and/or the County of Emanuel assumes no responsibility or liability for any property of the second party that may be located on the above-described premises. For, and in consideration of, permission to participate in the Pine Tree Festival the specified above shall be subject to acts of God, or any condition or circumstance beyond the control of the Pine Tree Festival. Vendor also understands they are fully responsible for any revenue/sales tax applicable for items sold at the **2024 Pine Tree Festival** and that participating vendor names are submitted to the Georgia Department of Revenue - Compliance Division.

\*\*Your signature below binds you to the above statement as well as an agreement to abide by all PTF vendor rules. Any violation of these rules will result in dismissal from all PTF events and forfeit of fee.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

VENDOR CHECKLIST: Please check off once completed.

- \_\_\_\_\_ Read all information noting the deadline for applicants
- \_\_\_\_\_ Complete application
- \_\_\_\_\_ Sign application showing that you agree to all rules & regulations
- \_\_\_\_\_ Submit application along with signed agreement via mail/email by deadline
- \_\_\_\_\_ Mail check or money order to address provided by deadline
- \_\_\_\_\_ Mail/email photo of booth set-up by deadline

**Make check/money order payable to: Pine Tree Festival Foundation**

**Mail applications to: Pine Tree Festival**

**Attn: Vendors**

**PO Box 725**

**Swainsboro, Georgia 30401**

**For PTF Use Only:**

\_\_\_\_\_ **Date Received**

\_\_\_\_\_ **Amount Received** \_\_\_\_\_ **Approved/Denied**

\_\_\_\_\_ **Check/Cash/MO** \_\_\_\_\_ **Notification Date**

\_\_\_\_\_ **Location**