

# Atlanta Chamber of Commerce GENERAL 2018 ELK FESTIVAL GUIDELINES

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## I APPLICATIONS & DEADLINES

- A. Postmarked Sept. 1<sup>st</sup> for guaranteed space. Applications postmarked after Sept. 1<sup>st</sup> will be on a first come first serve if space is available.
- B. All applications must be accompanied by a check or money order.
- C. **First time vendors** need to include pictures of Products and display, if available.
- D. The Atlanta Chamber of Commerce is not responsible for incomplete or inaccurately filled out applications.
- E. You will receive your space number by mail, email or phone.

## II APPLICATIONS/PRIORITY

- A. Atlanta merchants have 1st priority for (1) space for the product(s) in front of their business if submitted by application deadline.
- B. New application on first come first serve basis.
- C. The Atlanta Chamber of Commerce reserves the right to **limit the number** of applicants for any one particular type of goods/services and reserves the right to **change or substitute vendor spaces** overall, thereby maintaining the diversity and quality of the Elk Festival.

## III TAXES/INSURANCE

- A. Exhibitors are responsible for collecting and reporting sales tax.
- B. You are responsible for your own liability insurance for your vehicle etc and products prior to event.
- C. You are responsible for your own workers compensation insurance.

## IV SPACE SIZE & CANOPY

- A. Space size is 15' wide.
- B. Space only is provided. Exhibitors will be responsible for providing their own setup of any other materials needed for their display.
- C. Merchandise should be displayed as colorfully and tastefully as possible. No stolen merchandise, fire arms, ammunition, explosive, alcoholic beverages, drugs, pornography or illegal items on Festival grounds.

## V ELECTRICITY

- A. Electricity charge 110 volt = \$15 220 volt = \$30.
- B. Electricity must be requested when you submit your application. Spaces with electric available are very limited; it will be returned if we are unable to provide.
- C. Personal "Whisper" type generators allowed only with prior Festival manager approval. Must meet Fire Department regulations.
- D. Fire Department regulations require that all cords must be commercial type and taped down if crossing pavement.

## VI CONFIRMATIONS & REFUNDS

- A. No refunds will be made after September 1<sup>st</sup>.
- B. No refunds in case of inclement weather, acts of nature or restrictions by governmental agencies to cancel the event, over which the Chamber of Commerce has no control.

## VII HOURS/SCHEDULES

Festival vendor hours: Friday – available after parade.  
Saturday 10:00 a.m. – 6:00 p.m.  
Sunday 10:00 a.m. - 4:00 p.m.

- A. Space forfeited if not occupied by 9:30 a.m. Saturday.
- B. Vendors may begin set-up Friday after parade on the street and NO tear downs are allowed before 4 p.m. Sunday.
- C. All spaces cleared and streets open by 6:00 p.m. on Sunday.
- D. Vendors may stay open later than 6:00 p.m., but are not to close prior to 6:00 p.m. Saturday and 4:00 p.m. on Sunday

## VIII PARKING

- A. All vehicles out of vendor area by 9:30 a.m. Saturday.
- B. Parking on outside of Festival area only.
- C. No alley parking.
- D. If you park on private property you can be ticketed.

## IX FOOD EXHIBITORS

- A. Responsible for obtaining District #4 Health Dept. permits (989-785-4428) and meeting the requirements set up by the Health Department. Provide permit number with application, if available at time of application.
- B. Have certified fire extinguisher.
- C. You will need gray water storage tanks. There is no facility for dumping gray water on the premises.

## X GENERAL INFORMATION

- A. Other than in your space, parking of personal vehicles in vendor area will be prohibited.
- B. You must sell from your space, you are not allowed to walk around selling items.
- C. If you do not conform to regulations, you will be asked to leave. NO REFUND.
- D. Vendor must comply with all state, federal and local laws and regulations for their business.
- E. The vendor is required to pay the appropriate fee. These fees are to be returned with the application with the full understanding that it is non-refundable for any reason. Unless notification of cancellation on or before September 01, 2017.
- F. The Atlanta Chamber is the ONLY authorized seller of Elk Fest Buttons, clothing, etc.

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**Join Us In "Up North" Atlanta  
September 28-30, 2018**