

A Chattahoochee Independence Day Celebration
Monday, July 4th, 2011
Preliminary Vendor Information

Please remember: no pets, no ATVs, and no fans or other unnecessary appliances

FEES:

Booth fee for non-profits are \$40.00, for-profits \$60.00

BOOTH LOCATIONS:

Included in this packet is a map showing the locations of booths for July 4th.. Booths are assigned based on electrical and logistical needs. We try to meet specific location requests but as we near time for the event, this may become difficult. Once assignments are made, no one will be moved unless there is a dire emergency because locations have been selected according to many factors.

All booth locations will be marked numerically with chalk on the pavement. Each booth is allowed a space of approximately 10' X 20', If you need additional space, please plan to pay for additional booth fees. Please be considerate of each other and only use the space provided.

We do limit the number of item duplications on a first-come/first-served basis (so that we don't have ten booths selling widgets) therefore it is important that you get your registration in quickly to have first chance at your chosen items.

Booth location reservations will not be accepted without payment of fees.

TRAFFIC:

The square will be blocked at 12 p.m. on July 4th for vendor setup. We cannot guarantee traffic control or any assistance prior to this time. The square will be blocked off by the Regions Bank drive-thru exit on Davis Street and vendors will only be allowed in and out of the entrance in front of Carroll E.M.C. After unloading, please park your vehicle behind Regions Bank. **(DO NOT wait until you've finished your set up).**

SETUP:

Upon arrival, report to the Chamber booth located in front of the Chamber office.

Vendors must provide their own tables, chairs, pricing list (especially for food/drink vendors), and freestanding tents.

Those needing electricity must provide a 50 foot (or longer) extension cord (no smaller than 14/3 with ground) and power strip. Booths are limited to 2 appliances plugged up at any one time. Please list your appliance and amperage requirements on your application.

You are encouraged to use gas grills and other non-electric cookers where possible.

A trashcan for use in your booth is also suggested. We will provide large trashcans scattered around square for general public.

All booths should be ready to go by 3:30 p.m. Vendors must be ready to sell by 4:00 p.m. and may stay open as long as you have sales.

After the fireworks the crowd may return, but if you choose to close down early please do so between 9:30 and 10:00 during the fireworks show. If you choose to stay open, you will need to provide your own lighting.

Sales and handouts must be made from your booth. Walk around sales and handouts are not allowed on the Square. No sales on the riverfront will be allowed after 7:30 p.m.

SUPPORT OUR SPONSORS:

Vendors who are selling soft drinks are encouraged to use Coca-Cola products since Coke is a Chamber member and has provided sponsorship donations for the event.

FOLLOW-UP:

We will provide a survey following the event to allow you to voice your likes/dislikes of the event and suggestions to help us improve next year. Please take a few minutes to complete and return to our offices.

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Non Profit Rate: \$40

Vendor Registration Contract

For Profit Rate: \$60

Name of Organization _____

Name of Contact Person _____

Address _____

Telephone _____ E-mail _____

Booth is a () TENT () TRAILER (Size: _____) () Other (Describe: _____)

Type & no. of booths: No. of Food _____ No. of Craft _____ No. of Information _____ No. of Activity _____

Name ALL specific items to be sold OR describe in detail activity to be performed or information/booklets to be handed):

Are you a returning vendor? () YES () NO Would you prefer the same space? () YES () NO

Describe any cooking equipment you will use on site (i.e, pull-behind grill, roasting oven, smoker, etc.) AND type of heat:

_____ () GAS () ELECT () CHARCOAL () WOOD
_____ () GAS () ELECT () CHARCOAL () WOOD

For any electrical appliances, please state your ELECTRICAL NEEDS:

Name and amps of each electrical appliance to be used: (LIMIT 2 PER BOOTH)

1. _____ () 110v () 220v () Propane generator
2. _____ () 110v () 220v () Propane generator

Will you also be lighting your booth? () YES () NO

NO PETS WILL BE ALLOWED

The Heard County Chamber of Commerce does not control the pricing of products at any Chamber event. We allow the free market system to guide the prices set by vendors. We do ask that vendors not give products away. This will be strictly enforced.

I have read the *A Chattahoochee Independence Day* letter of procedures and regulations and agree to abide by all regulations specified by the Heard County Chamber of Commerce. I understand and agree that the Heard County Chamber of Commerce has used due diligence in providing adequate access and services for this event and is not responsible for any loss of sales or revenue, is not responsible for any electrical failure, and is not held liable for any accident, sickness or crime resulting during my participation in this event.

Signed: _____

Date: _____

Please return this signed registration contract with any applicable fees to HCCOC, P.O. Box 368, Franklin, GA 30217 no later than Friday, June 3, 2011.

Office Use Only:

Date Received _____ by: _____ Amount Received \$ _____ Booth No. _____