



Dear Prospective Vendor:

This year our Chattahoochee Christmas celebration theme will be *The Night Before Christmas* and will be held on **Friday, December 2, 2016, 5:00 p.m.-until**. We hope you will join us for this fun, community event again this year. Please read this letter in its entirety.

The Parade will start at 6:30pm!!! We will have food booths, arts & crafts, and drinks. Booth set up should begin by 4:00 pm and be finished by 4:45pm. If you need extra time for set-up, please let us know in advance. No sales will be allowed on the square except from an assigned booth. We will have the parade at 6:30 and afterward Santa will be available at the "North Pole" with a photographer.

Arts, Crafts, & Food Vendors:

Vendor Fee: **\$25**

Handmade and homemade items are preferred.

Signed registration forms and fees must be received by (Monday) November 28.

No booths will be reserved by phone or without a signed registration/fee payment. If you are interested, call or come by City Hall and see Myra Braswell or Karen Boyd 706-675-6623 for an application/contract or more information.

Christmas Parade Participants: There is a no charge for parade entries

Call Danielle Ballint at 678-644-6347

General Information:

Vendors will set up in a 10 ft by 20 ft spaces (size of one parking space)

Additional spaces must be reserved in advance. We will give vendors a packet of information as they arrive to set up. Set ups can begin at 4:00 and sales at 5:00. Vendors must unload vehicles immediately and move vehicles off the square behind Regions Bank as soon as possible. **VENDORS WILL NOT BE ALLOWED TO RETURN VEHICLES TO BOOTH AREA UNTIL ALL ATTENDEES/GUESTS HAVE LEFT THE AREA. You should plan your time accordingly.**

Vendors must bring their own tables, tent, chairs, lights and decorations for their booth, and provide signage identifying items to be sold, prices and name of organization.

Vendors are encouraged to bring propane generators and/or heaters.

Each vendor is provided one 110-volt plug-in on a 20 amp GFCI circuit. Vendors must bring only one 25 ft. (or 50 ft) 12-gauge wire drop cord in good condition w/ground fault prong attached. A maximum of 3 appliances not to exceed 20 amps will be allowed on one drop cord. Concession Trucks/Trailers and vendors using electric generators or needing 220 volts must contact the City of Franklin directly and will be considered on a case by case basis.

NO electric heaters will be allowed.

NOTE: WE WILL MAKE EVERY EFFORT TO ACCOMADATE VENDOR PREFERENCES BUT BOOTH SPACES WILL BE RESERVED ON A FIRST COME FIRST SERVED BASIS.

**The Night Before Christmas
Friday, December 2, 2016
Arts and Crafts, Food, and Miscellaneous
Vendors Registration and Contract**

Name of Organization _____

Name of Contact Person _____

Address _____

Telephone _____ E-mail _____

Describe in detail and name specific items to be sold:

Number of Booths to be reserved:

Arts and Crafts _____ **Foods** _____ Information _____ **Other** _____

Would you prefer the same space? (Circle one) YES NO

Source of Power Supply (if applicable)

_____ 110V plug

_____ 220V plug

_____ Propane generator

Name and amps of each appliance to be used:

1. _____

2. _____

Will you be lighting your booth? (Circle one) YES NO

Each booth \$25 non-refundable fee in cash or check made out to City of Franklin Special Events. Bring money with this contract signed or mail to: Myra Braswell or Karen Boyd, P.O. Box 250, Franklin GA 30217.

No sales allowed on the square except from an assigned booth!!!

Handouts/information (if any) to be handed out at booth:

****NO PETS WILL BE ALLOWED & NO PASSING OUT OF FREE FOOD OR DRINKS**

I have read the *Night Before Christmas* letter of procedures and regulations. I understand and agree that the Chattahoochee Christmas Committee and the City of Franklin have used due diligence in providing adequate access and services for this event and are 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: _____

Return this signed contract to: Myra Braswell or Karen Boyd, City of Franklin, P.O. Box 250, Franklin, GA 30217

Office Use Only: Date Received _____ by: _____ Amt. Rec'd \$ _____ BOOTH NO. _____