



**APPLICATION AND AGREEMENT**

Name \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

City, State Zip \_\_\_\_\_

Phone \_\_\_\_\_ Web site \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Description of Items to be Sold \_\_\_\_\_

	Food	Arts/Craft	Nonprofit	
		<b>Rates</b>		<b>Amount Enclosed</b>
Space Rental 10'x10'				
Hitch (may require additional fee)*		\$ 100.00		
Space Rental 10'x20'		\$ 200.00		
Limited Electrical Hookup (see Procedures)		\$ 20.00		
Water Hookup (available to food vendors only)		\$ 15.00		
Generator used (Quiet Generators Only: 70 dBA or less only)		Yes	No	
Total enclosed (Money Order / Check made payable to:	<b>SwampFest, Inc.)</b>			

**Now Accepting the following Credit Cards!**  
**See Credit Card Authorization Form Included\***  
*\*Credit Card convenience fee applies – see Credit Card Authorization Form for Details\**



*Release: Vendor agrees to indemnify and hold SwampFest, Inc. and the City of Waycross, its employees and volunteers, harmless from any and all claims made against same, including, without limitation, all costs arising out of or on connection with: (i) any structure erected by exhibitor, (ii) any apparatus, equipment or personal property used by exhibitor, its agents, invitees, participants, representatives, employees, servants and agents, and (iii) any claims made on account or resulting from exhibitor's participation in the event.*

*Exhibitor has read and agrees to the procedures established by the SwampFest Committee, which are attached to this application. Failure to follow these policies may result the Committee requesting the vendor to leave. \* Failure of Vendor to disclose that their HITCH requires additional space will result in vendor being moved to a different location the day of the event. SwampFest reserves the right to sell ALL commercial soft drinks and bottled water. Vendors are **NOT ALLOWED** to sell bottled water or any commercial drink products such as Coke, Pepsi, etc. **NO REFUNDS!!!***

Signature \_\_\_\_\_ Date \_\_\_\_\_

SIGNING THIS FORM STATES YOU HAVE READ YOUR APPLICATION AND RULES THAT APPLY

**APPLICATION DEADLINE IS MARCH 22, 2019**

Return this form to:  
**SwampFest, Inc.**  
 C/O Waycross Main Street  
 P. O. Drawer 99  
 Waycross, GA 31502  
 (912) 287-2969

**SWAMPFEST PROCEDURES**



APRIL 5 & 6, 2019  
WAYCROSS, GEORGIA

The following procedures apply to all parties participating in SwampFest including but not limited to food vendors, arts and crafts, commercial and non-profit exhibitors. Collectively these are referred to as “Vendors”.

**APPLICATION DEADLINE IS MARCH 22, 2019. No refunds allowed.**

### **COMPLETE DESCRIPTION REQUIRED**

**All Vendors are required to attach to the application a complete description of items to be sold (including menus for food vendors) or displayed and if possible pictures in an electronic format.** The SwampFest Committee (the “Committee”) reserves the right to reject any application in its entirety or to prohibit the sale of any item. Any restrictions imposed by the Committee will be communicated to the applicant. Any item not clearly described in the application is subject to removal by the Committee during the SwampFest. The Committee may use any submitted material to promote SwampFest.

### **Services Provided**

Your application is for a lease of space only and if applicable access to electricity and water. **The vendor is required to provide all other materials including items such as outdoor extension cords, water hoses, booths, tables and chairs.** You may require extension cords of 50’-100’ please plan accordingly. This time of the year can be windy – tents should be properly weighed down. No refunds once your application has been accepted and approved.

### **Electricity and Water**

Spaces with electricity and water are limited and will be assigned on a first come, first serve basis and only to those paying the required fees. Your fee covers access to water and electricity (**one standard 120 volt electrical plug with 6 amps**). **Electrical is suitable for running lights. Additional power requirements are to be provided by vendor. Please do not plug cords into any business or organization located in the festival area.** You will be required to provide outdoor extension cords and water hoses. No additional services will be available during the event. If you will be supplying your own electrical power using a generator during the hours of the festival, please make sure that it is quite and make a note on your application.

### **Set Up**

**Display areas are assigned by the Committee and no changes are allowed.** Assigned locations will be available on our web page ([www.swampfest.us](http://www.swampfest.us)) along with a location map.

**Set up time begins NO EARLIER than 2:00 pm on Friday, April 6, 2019 for TRAILERS ONLY. Tents and tables can begin set up at 3:00 pm** until 5:00 pm. Please enter the area from Tebeau Street. Staff will be available to direct you to your location. Proceed to that space and unload. No vehicles will be allowed to remain in the SwampFest area unless prior approval is obtained from the Committee. Park your vehicle in the parking lot behind First Baptist Church on Mary Street.



Vendors not set up by 5:00 pm will not be allowed to participate Friday night but can set up at 7:00am on Saturday but must be completely set up by 9:00 am.

Your space is limited to the square footage you purchased and this is calculated along the curb. **No displays can be set up in front of your area.** The center of the street must remain clear to provide access to emergency vehicles.

### **Dismantling Booth**

Vendors are encouraged to remain until the completion of the festival approximately at 10:30pm on Saturday, April 6, 2019 (or following the last performance of the last scheduled musical artist). Vendors will be permitted to leave prior to the completion of the festival, but for safety reasons vehicles will not be allowed in the SwampFest area UNTIL completion of the festival and authorized approval by the SwampFest Committee to do so. **If you choose to pull your vehicle into the festival area before, you will be fined the cost of your booth space.** Should you need assistance or questions at SwampFest regarding completion time/dismantling time, please report to the SwampFest office located at the corner of Pendleton and Elizabeth Street. At the completion of the festival, all trash is to be properly disposed. Storm sewer drains are not appropriate for disposal of grease.

In addition to the above procedures, the following additional procedures are applicable to the indicated vendors:

### **Food Vendors**

**SwampFest reserves the right to sell ALL commercial soft drinks and bottled water.** Vendors may sell tea, lemonade, slushy, etc. Any beverages distributed at no charge must have a private label. The Vendor must pass local health inspection regulations upon setup at site. Failure to pass the inspection or to meet any health or safety requirements will disqualify the Vendor from selling any food items and forfeit their fee. Vendors will be required to pay the Ware County Health Department a \$50.00 fee for a temporary permit upon set up. Vendor agrees to sell **ONLY** the items approved by SwampFest, Inc.

### **Arts/Crafts Vendors**

**NO GUNS, TOY GUNS, KNIVES, SNAP AND POPS, SMOKE BOMBS, STINK BOMBS, ETC. WILL BE SOLD AT SWAMPFEST. ANY VENDOR SEEN SELLING SUCH ITEMS WILL BE ASKED TO LEAVE THE FESTIVAL IMMEDIATELY FORFEIT THEIR FEE.**

### **All Vendors**

If you should need assistance at Swampfest, please report to the Swampfest office located at the corner of Pendleton and Elizabeth Street. All vendors are required to comply with all state and local laws. The City of Waycross will NOT require each vendor to obtain a business license for this event.

**FAILURE TO FOLLOW THESE PROCEDURES MAY RESULT IN IMMEDIATE REMOVAL FROM THE FESTIVAL AND A BAN FROM PARTICIPATING IN FUTURE FESTIVALS.**



## CREDIT CARD AUTHORIZATION FORM

If you prefer to pay vendor fee by credit card, please complete this form and return with your application.

PLEASE NOTE – Vendor Fees will only be accepted and charged if Vendor Application is approved by the SwampFest Committee. All approved Vendors will receive either an email or letter stating approval. If your Vendor application is denied/rejected, ALL information provided will be resubmitted back to that Vendor and all forms of payment will be returned to that vendor. NO FORM OF PAYMENT INFORMATION WILL BE SAVED OR STORED.

Cardholder Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Would you like receipt send via e mail: \_\_\_\_\_

Email address: \_\_\_\_\_

Would you like receipt send via mail: \_\_\_\_\_

(Any receipts mailed will be submitted to the address provided on Vendors Application.)

Credit Card Type:  VISA  MASTERCARD

Billing Zip Code: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration Date: \_\_\_\_\_ / \_\_\_\_\_

Card Identification Number: (last 3 digits located on the back of the credit card): \_\_\_\_\_



*I hereby authorize Waycross Main Street to charge my credit card and invoice that I request. I have read this agreement and understand that I will be held fully responsible for its terms and charges and agree not to chargeback Waycross Main Street as long as I have received the produces and services that are defined within the term of the Waycross Main Street invoice. I understand that this credit card service is provided as an alternative payment option. I understand that the current card convenience fee is \$2.95, which is subject to change at any time. I agree to pay this convenience fee for each charge to my credit card, which will be added to the mentioned in the above paragraph.*

*By submitting my authorized payment(s) as reflected on this document, I approve this charge and credit card convenience fee for this transaction.*

Signature of Card Holder: **X** \_\_\_\_\_  
**Must Be Original Signature of Credit Card Holder**

*For Office Use Only*

Date Processed: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Credit Card: Approved / Denied

Confirmation#: \_\_\_\_\_

Emailed / Mailed Receipt: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_