

Coweta Fall Festival
September 13 - 15, 2018
44th Annual



2018 Vendor Packet

Presented By
Coweta Chamber of Commerce

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GENERAL INFORMATION

The Coweta Fall Festival is a three-day, outdoor festival designed to entertain the community. We allow no more than two vendors per one (1) space and only with prior approval from the Coweta Chamber of Commerce.

APPLICATION DEADLINES:

FOR EARLY DISCOUNT: JUNE 22, 2018

ALL APPLICATIONS: AUGUST 17, 2018

Festival dates and hours:

THURSDAY, SEPTEMBER 13	5PM - 10PM
FRIDAY, SEPTEMBER 14	4PM - 11PM
SATURDAY, SEPTEMBER 15	10AM - 11PM

Application Procedure:

Please complete the following:

1. Vendor application (found on same website).
2. Attach a copy of your tax permit: if you are exempt, please note on the application and attach a copy of the exemption letter.
3. Two photos (no larger than 4x6) of your booth display showing the items you sell. (Pictures will not be returned)
4. Payment. We accept credit cards, money orders, cash, checks made out to Coweta Chamber of Commerce. Payment is due at time of the application as a vendor. If you are not accepted as a vendor, or all spots are full, we will mail your payment back.

Rates:

Vendors must furnish their own tables, chairs, tent and other display equipment. Your booth space will NOT be reserved until payment has been received.

CHAMBER MEMBERS:

Non Profits - 501c3: \$75 for one (1) 10x10 space if submitted by June 22, 2018.
\$125 for one (1) 10x10 space after June 22, 2018.
Add \$25 for electric if applicable.

For Profits: \$150 for one (1) 10x10 space if submitted by June 22, 2018.
\$200 for one (1) 10x10 space after June 22, 2018.
Add \$25 for electric if applicable.

NON-CHAMBER MEMBERS:

Non Profits - 501c3: \$100 for one (1) 10x10 space if submitted by June 22, 2018.
\$150 for one (1) 10x10 space after June 22, 2018
Add \$25 for electric if applicable

For Profits: \$175 for one (1) 10x10 space if submitted by June 22, 2018.
\$225 for one (1) 10x10 space after June 22, 2018.
Add \$25 for electric if applicable.

SET UP

Booth set up will take place Wednesday, September 12 after 3pm and before Thursday, September 13 at 3pm. **Your vehicle may NOT be on Broadway after 3pm on Thursday, September 13.**

SPACE ASSIGNMENT

Your space assignment will be emailed to you one week before the festival. **The Vendor Manager reserves the right to reassign and redesign any space when it will, in their opinion, enhance traffic flow and appearance of the festival.**

REFUND POLICY

Cancellations must be made in writing and postmarked by cancellation date, August 1, 2018. We issue a 100% refund if cancelled in writing no later than August 1, 2018. **No refunds for cancellations after August 1, 2018. No refunds will be made for weather at any time.**

ELECTRICITY

All booths who purchased electricity must supply their own extension cords to the electric panel. You will only be provided the space and a nearby electricity panel.

RESTRICTIONS

No weapons of any type are allowed. No merchandise with sexual content, profanity or otherwise offensive nature can be displayed. **NO FOOD AND/OR DRINKS CAN BE SOLD FROM VENDOR BOOTHS - NO EXCEPTIONS.**

PROPER CLEAN UP

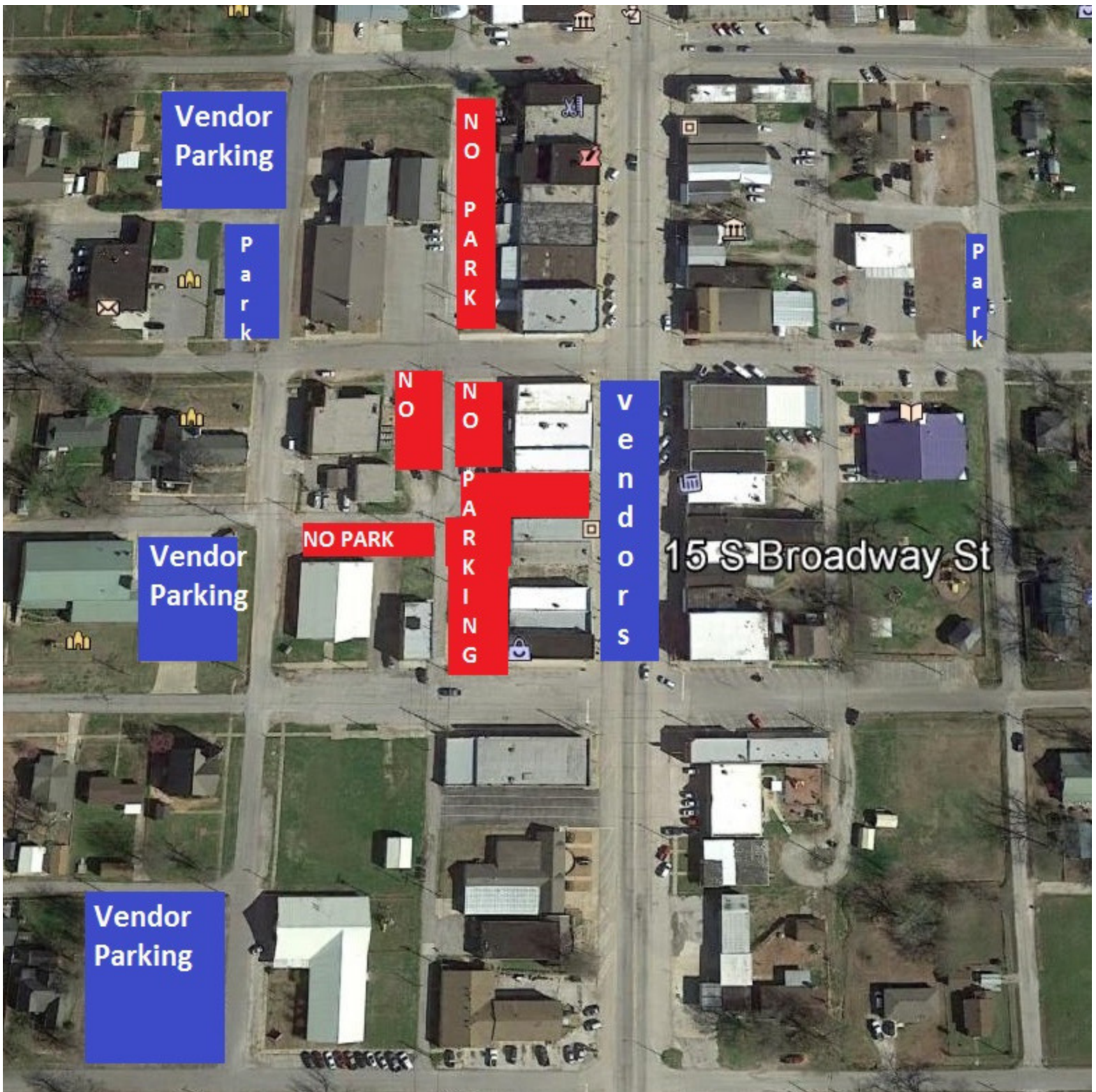
It is expected during and after the FALL FESTIVAL that you leave your assigned space(s) as you found it. A \$25 Trash Fee will be billed after festival, if your area is not cleaned. All vendors must be out by 2am Sunday, September 16, 2018.

NO TEARDOWN OR LEAVING UNTIL 11PM SATURDAY, SEPTEMBER 15.

Electricity will be turned off at approximately 11:59pm Saturday, September 15. Please be patient when leaving, everyone will be trying to leave at the same time.

PARKING

The parking places located behind the downtown businesses are for those merchants. Do NOT park in these areas including south of First National Bank of Coweta. There are empty parking spaces near the post office as well as the area churches located off of Bristow that are allocated for vendor parking only.



LIABILITY

The Coweta FALL FESTIVAL 2018, its committee, Coweta Chamber of Commerce, its Board of Directors, City of Coweta, its City Council, will not be held responsible for any claim, cause and action, injury, judgement or other charge of any nature whatsoever directly or indirectly, caused by willful or negligent acts of Coweta FALL FESTIVAL 2018, the City of Coweta or any other person and/or arising from my

participation in/or presence at FALL FESTIVAL 2018. The Coweta Chamber of Commerce, FALL FESTIVAL 2018 committee and City of Coweta shall not be liable for the results of: any accident, damage, lost profits, thefts, or any other loss to any person, article, or employee, (by or the possession of myself) while on the ground of the Coweta FALL FESTIVAL 2018 festivities, whether such occurs during the time of preparation, during the period of the Coweta FALL FESTIVAL 2018 activities, or during the removal of equipment or material after the event.

THE COWETA CHAMBER OF COMMERCE RESERVES THE RIGHT TO REJECT ANY APPLICATION FOR ANY REASON.

Questions? Feel free to email us at: cowetafallfestival@gmail.com or call us at 918.486.2513.