



4:27:19

Application & Participant Agreement

MADISON FEST

A Spring Garden & Crafts Celebration

Sat. April 27, 2019, 10:00 a.m. until 4 p.m.

Madison's Town Park

Deadline To Enter: March 15, 2019

REV. 11/5/18



THANKS FOR YOUR INTEREST IN PARTICIPATING IN MADISON FEST. All items sold at Madison Fest must be original and created by the submitting artist. This is a juried event with a limited number of slots. We receive many applications and unfortunately cannot accept everyone. The application deadline is March 15, 2019. We will email notifications after the jury meets. If you are not accepted your money will be promptly returned to you by the City of Madison. We will not consider your application if it is not complete or if we receive it after the deadline. **A complete application includes all the information requested below, including photos of items you plan to sell and your booth set-up, plus payment (make checks payable to City of Madison).**

Business Name: _____

Contact Name: _____

Contact Mailing Address: _____

City/State/Zip Code: _____

Contact Email Address: _____

Contact Telephone: _____ **Contact Mobile:** _____

BRIEF DESCRIPTION OF THE ITEMS YOU PLAN TO SELL _____

ATTACH PHOTOS OF ITEMS TO BE SOLD, AND BOOTH SET UP IF APPLICABLE The selection of vendors is based solely on submitted photos. Craft vendors are required to include photos of products, plus a photo of the booth set-up. Garden vendors include sample photos of booth set-up and a written description of products. Photos may be printed and mailed with the application or sent digitally via email to Colleen Hall at chall@madisonga.com (make sure to include your vendor name in the email subject line).

FEES The fee to participate is \$85. (\$10 processing fee plus \$75 space fee). This amount is due with your application. A limited number of spaces that are accessible to electricity are available for an additional \$25. **Make all checks payable to the City of Madison.** Your \$85 fee reserves one 10 ft x 10 ft space for your tent. A 10 ft x 10 ft tent is mandatory for all vendors at Madison Fest; we prefer the white pop-up style tent for use in Town Park with a good roof for inclement weather.

YOUR BOOTH The overall appearance and presentation of your booth is critical to the overall feeling of the festival and to your retail success. We want to ensure that everyone has the best possible experience. Madison Fest staff will do their best to accommodate placement requests by vendors; however there is no guarantee and ultimately staff has the final say in vendor placement.

Vendors are responsible for their entire display: tent, weights, tables, chairs, table clothes, extension cords, signage, etc. This includes hauling and setting up your display. As always, we will provide load-in/load-out volunteers when possible, but ultimately it is your responsibility to take care of your space—your own booth, your merchandise and your trash. Plan to take your trash and empty boxes home, or use our dumpster positioned on Jefferson St. for your convenience. Do not leave any trash in your space and do not use the garbage cans within the park .

The festival ends at 4:00. If you run out of product, you may take down your signs and pack up, but remain in place until 4:00. Completely pack up your booth before bringing in your vehicle for loading.

SECURING YOUR TENT All tents in Town Park must be secured with hanging weights—hanging weights from the canopy corners—for safety in wind conditions. A good quality, securely weighted tent will ensure your booth does not take off and damage your inventory, the inventory of vendors near you, or injure someone at the festival. There is absolutely no staking within Town Park.

VENDOR PARKING Parking is reserved within easy walking distance of Town Park for all vendors. Parking is at a premium Downtown, so it's crucial that all vendors **use only the provided vendor parking**. You will receive an email the week of the festival with load-in, and assigned parking instructions.

REFUNDS If you are not accepted, \$75 will be promptly returned to you by the City of Madison. The \$10 processing fee is non-refundable. Madison Fest is a rain or shine event. If for some reason the event is canceled (severe weather or conditions beyond the control of Main Street), your fee will NOT be refunded.

SHARING You may share a space with another vendor, BUT you must apply together. This is a juried event, so we must approve both of you. Put information about Vendor #2 in the "Brief Description Of Your Items" section, and include photos from each of you.

MARKETING Madison Fest encourages all vendors to decorate their booth in keeping with their merchandise. Your 'look' is key to getting your name out into 'the world,' and we encourage you to promote your business during the event with stickers, business cards, postcards, and general fun stuff. Do you have a company logo? Send it to us and we'll post it wherever possible when promoting the event. We also encourage you to 'Like' us on facebook at [Main Street Madison Georgia](#). None of this is mandatory, but it is strongly encouraged. If you'd like us to 'Like' you, fill in your facebook user name here: _____

SECURITY Madison Fest believes that providing a safe and secure environment for the event is very important. Some security will be provided for Friday over-night and during event hours. However, Madison Fest will not be liable for any damage, theft, injury, or weather-related damage incurred during the festival. Your signature on the vendor application signifies your acceptance of these parameters.

MADISON, GA Madison is a beautiful, historic, small town located 45 miles east of Atlanta, GA, off of I-20, and 30 miles south of Athens, GA, off of Hwy 441. Learn more about what's going on in Madison at [MainStreetMadisonGA.com](#).

Processing Fee \$10 (non-refundable)
of Spaces _____ x \$75 = _____
Access to Electricity (+ \$25) _____
TOTAL ENCLOSED _____

Non-profit Organization Fee
\$40, per 10 ft x 10 ft space.
(Access to electricity +\$25)
TOTAL ENCLOSED _____

Signature _____ **Date** _____

Contact Colleen Hall at chall@madisonga.com with any questions.

MAIL OR DROP OFF APPLICATIONS TO MADISON CITY HALL

- 132 N. Main Street, PO Box 32, Madison GA 30650 - attn. Colleen Hall
- Drop off at City Hall, Main Street & Planning Office (High St. entrance) - attn. Colleen Hall

Questions? Call or email Colleen:

Email: chall@madisonga.com

Phone: (706) 342-1251 x208



MainStreetMadisonGA.com