

2010 VENDOR GUIDELINES & APPLICATION



Saturday, May 15, 2010

Augusta Common & Downtown Augusta

Event Hours: 2:00 p.m. -10:00 p.m. at Augusta Common (Fireworks at 9:15 p.m. from Depot area)
Set Up Hours: 10:00 a.m. – 1:30 p.m.
Booth Size: 10' X 15'
Power Supplies: 110 Volt Outlets are provided – 220 Volt Outlets require a \$25.00 fee (5 spots available)

ALL APPLICATIONS MUST BE SUBMITTED IN PERSON OR RECEIVED PRIOR TO DEADLINE

CITY OF AUGUSTA SPECIAL EVENTS OFFICE

AUGUSTA COMMON – 836 REYNOLDS ST. – (706) 821-1754

CHECKS PAYABLE TO: **THUNDER OVER AUGUSTA**

APPLICATIONS CANNOT BE FAXED

APPLICATION & PAYMENT DEADLINE: Monday, May 3rd by 5:00 p.m.

FEES MUST BE PAID BEFORE APPLICATION IS ACCEPTED AND LOCATION IS ASSIGNED

Please review all guidelines listed below, your signature on your vendor application verifies that you have read these polices and will abide by all that are stated:

- Thunder over Augusta Event Coordinators, Augusta Richmond County Fire & Sheriff's Departments and the City of Augusta Special Events office have the authority to uphold and enforce all rules and regulations listed and relate to this event.
- Thunder over Augusta Event Coordinators have the right to deny any vendor(s) due to:1) duplication of products from other vendor(s), 2) past concerns or issues with vendor/exhibitors, 3) vendors exhibiting/selling items that are not approved or appropriate for this event.
- Exhibitor must provide their own setup and operation equipment. Booth fees and spaces will be forfeited if exhibitor does not set up on time.
- No vehicles are allowed in the exhibiting area (parked or in motion) during event hours.
- Exhibitor(s) may sell only items listed on vendor application, the Thunder over Augusta event coordinators reserve the right to reject or charge additional fee(s) for any item(s) found not to be in compliance with submitted application.
- The exhibition of all materials shall be in compliance with all applicable laws, rules and regulations of the State of Georgia and the City of Augusta, Georgia. Georgia Sales Tax must be charged on all sales. Exhibitor is responsible for collecting and turning in all applicable taxes.
- Food vendors are required to use portable flooring or plastic under their entire vending area so as to not stain or damage bricks. Any violation of this policy will result in the exhibitor being charged a \$200 fine.
- Booths must be staffed and "Open for Business" at all times during event hours. Vendors may open once set up is complete.
- Booth spaces cannot be sublet to another exhibitor without prior approval by the Event Coordinators.
- Merchandise or set up cannot block aisles; encroach on other vendor spots, or public walking areas. Any vendor violating this will be asked to relocate their materials.
- All tents must be free standing.
- Food vendors using tents must comply with ARC Fire Department regulations of having a fire retardant tent and a K Type Fire Extinguisher. If the onsite Fire Marshall denies your equipment for non-compliance, you will be asked to remove any item(s) they request.
- Thunder over Augusta Event coordinators are not responsible for stolen, lost or damaged items.
- Food vendors using grease are responsible for disposal in a safe and environmentally sound manner. The dumping of grease or wastewater on the premises of the Augusta Common is strictly prohibited.
- Exhibitor must cease all sales and begin dismantling setup promptly at the end of the event.

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DESIGNATE TYPE OF VENDOR:

FOOD 3 OR MORE ITEMS		SNACK 1 OR 2 ITEMS ONLY		MERCHANDISE BUY/SELL ITEMS		ART & CRAFT HANDMADE ITEMS ONLY		INFORMATION	
\$225.00		\$100.00		\$100.00		\$50.00		NO CHARGE	

BUSINESS/ORGANIZATION:

CONTACT:

ADDRESS:

CITY:

STATE:

ZIP:

PHONE:

PHONE:

EMAIL ADDRESS:

GA SALES TAX #:

WILL YOU NEED A 220 POWER BOX?

YES

NO:

WILL YOU NEED A GA DEPARTMENT OF REVENUE EVENTS FORM?

YES:

NO:

ITEMS TO BE SOLD: PLEASE LIST ALL ITEMS TO BE SOLD

PLEASE DESCRIBE SET UP: TRAILER & SIZE, TENT & TABLES, ETC.:

With signature of this application:

1. I verify that I have read and understand all guidelines set forth by event coordinators.
2. I agree to pay in full any fee that is required with submission and acceptance of this application.
3. I understand that Thunder over Augusta Event Coordinators reserve the right to refuse this application and participation in this event.
4. I understand that all vendor fees are non-refundable due to inclement weather or loss of profit.
5. I understand that Augusta-Richmond County Fire & Sheriff's Department reserves the right to cease operation if public safety becomes an issue.

Vendor Signature

Date

Please make checks payable to **THUNDER OVER AUGUSTA** and return in person or by mail along with completed application to:

City of Augusta Special Events
836 Reynolds Street
Augusta, GA 30901
706-821-1754 PHONE

Office Use Only:

Amt. Due: _____ Payment: _____ RPT #: _____ Space #: _____ Rec. Date: _____