

CITY OF ARCADE  
*Encore*  
AZALEA FESTIVAL

Dear Vendor/Artist:

You're invited to be a vendor at the City of Arcade's Azalea Festival on Saturday, April 25, 2020. We have begun organization and marketing early to build publicity for the 2020 event and increase attendance.

Here's what we're planning for the day:

- An arts and crafts vendor fair
- Car show-Benefiting the Tri County Shriners (Shriners Hospital for Children)
- A pre-festival road race – Pounding for Paws to benefit the Humane Society of Jackson County
- Various food vendors providing lunch/snacks
- Musical entertainment throughout the day

Arts and crafts booths will be open from 10 a.m. until 3 p.m. in Arcade's City Park. We will provide the 12 by 12 space for you to set up your tent, displays, chairs, etc. See the enclosed form for booth rates and deadlines. If you need electricity for your booth, we can provide it for \$10 for a 110-volt AC outlet. You may register for up to two booths.

If you are interested in reserving a place for this event, please let us know no later than April 10th. Complete the enclosed registration form, sign the waiver and return them to us – along with your check for the vendor fee, if applicable -- by mail to:

City Administrator Deborah Mockus  
City of Arcade  
PO Box 417  
Jefferson, GA 30549

We want you to be a part of this festival honoring Arcade's celebration of Encore Azaleas. The festival will be supported by community outreach and promotion. Festival organizers will provide electronic PDFs of flyers for vendors to share with their customers to publicize the event.

Please contact us today to reserve your booth space. You can call me at the number below if you have questions.

Thank You,

*Deborah L. Mockus*

Deborah L. Mockus  
City Administrator

*Kila Quigley*

Kila Quigley  
Administrative Assistant



## **RULES AND REGULATIONS**

**Arcade Encore Azalea Festival  
April 25, 2020**

**Please read the following rules and regulations for the *Arcade Encore Azalea Festival* before setting up your booth.**

**Note that we're requiring vendors to remain open until 3 p.m. unless notified by festival management.**

### **BOOTH SIZE AND FEES:**

Your exhibit space will be approximately 12 x 12. **No commission is charged to food vendors.**

### **TAXES:**

Exhibitors are responsible for collecting and submitting all required taxes. Jackson County currently collects 7% sales tax; this amount may change before the time of the festival.

### **SECURITY:**

Arcade Police will be on duty during the event. However, we cannot be responsible or liable for any injury in your booth to any customer or exhibitor and/or, loss or damage to property in your booth for any reason. You will be responsible for any insurance coverage for your personal property and/or injury to any customer/persons in your booth.

### **DISPLAYS, TABLES AND CHAIRS:**

Exhibitors must bring their own display materials such as easels, display screens, etc. Booths must be kept clean at all times, and must be left clean at the end of the festival. All items not displayed must be kept under your tables and out of sight.

### **SET-UP AND BREAKDOWN:**

Set-up begins Saturday at 6:30 a.m. You should have your area ready to greet customers by 9 a.m. Show hours are from 10 a.m. to 3 p.m. Saturday.

**PLEASE NOTE - STAKES WILL NOT BE PERMITTED INTO THE PAVEMENT FOR THE POP UP'S/CANOPIES. PLEASE BRING WEIGHTS TO HOLD YOUR POP UP/CANOPY DOWN IN THE EVENT IT IS A WINDY DAY.**

**All displays are to remain set up until the close of the festival.**



**The 2020 City of Arcade Encore Azalea Festival**

April 25, 2020 – Last Saturday of April 2020

Vendor Sign-up Sheet

**Complete and mail your form no later than April 10, 2020.**

Please complete this form and return it to the address below to ensure your space at the 2020 Arcade Encore Azalea Festival at Arcade City Park on April 25, 2020.

Booths are 12 by 12 feet; you may reserve up to two spaces. (Please print clearly.)

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

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

Day phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Describe your craft/activity: \_\_\_\_\_

\_\_\_\_\_

I would like one booth space for the April 25, 2020 Encore Azalea Festival \_\_\_\_\_ \$40

I would like a second booth at \$25 \_\_\_\_\_ \$25

I need an electrical hook-up – one 110-volt AC hook-up \_\_\_\_\_ \$10

TOTAL ENCLOSED; make check payable to City of Arcade/Festival \_\_\_\_\_

**Please return this form with application, signed waiver before Friday April 10, 2020, to:**

Deborah Mockus, City Administrator  
City of Arcade  
PO Box 417  
Jefferson, GA 30549

Questions: 706-367-5500

You will receive email confirmation of your acceptance. Set-up will take place on the morning of the festival. You will be emailed a vendor packet with set-up times and a map to the park.



## HOLD HARMLESS AGREEMENT

*Arcade Encore Azalea Festival*

*Saturday, April 25, 2020*

(Last Saturday in April)

### HOLD HARMLESS AGREEMENT:

I have read all rules/guidelines carefully and agree to abide by them.

I, \_\_\_\_\_,  
agree to hold harmless *The City of Arcade* and *festival organizers*  
thereof, from any claim including but not limited to injury to person,  
damage to property, loss by fire, theft or any other cause, nor will I/we  
be a party to any lawsuit.

This is a legal and binding hold-harmless agreement.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Print Name: \_\_\_\_\_

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