



## **Forsythia Festival 2019**

### **Location:**

Downtown Forsyth, GA

Event Dates: **3/9/19 - 3/10/19**

Application Deadline: **12/31/18 Midnight EST**

### **REQUIREMENTS:**

Images: **4** (a booth shot is required)

Fee (Application Fee): **FREE**

### **Event Summary**

For 32 years we have been kicking off spring with the Forsythia Festival, held annually the second weekend in March in downtown Forsyth. This free, family-fun event features a two-day arts-and-crafts show, children's fair, a 5K, sporting tournaments, live entertainment, and much more! Enjoy mouth-watering foods, fine arts and crafts, and a fun time for the whole family.

The Forsythia Festival is a fine arts-and-crafts show festival with traditional and contemporary crafts! All items are juried based on their merit to the festival. Only handcrafted items made by the artisan attending the festival will be accepted. Unacceptable items include wholesale, brokered, merchandise mart, imported items, factory-made items, ready-made kits, franchised, seconds, and commercially produced items.

## **CATEGORIES**

### **ARTS & CRAFT VENDOR**

The fee for an arts & craft booth is **\$185.00**

### **COMMUNITY ARTS & CRAFT VENDOR**

Community vendors are vendors that live within Monroe County

The fee for a community arts & craft booth is **\$170.00**

### PREPARED FOODS VENDOR

The fee for a prepared foods vendor booth is **\$185.00**

Food vendors must obtain a Forsyth/Monroe County Health permit application at least one month prior to the festival

### COMMERCIAL FOOD VENDOR

The fee for a commercial food vendor booth is **\$325.00**

Food vendors must obtain a Forsyth/Monroe County Health permit at least one month prior to the festival

### COMMUNITY COMMERCIAL FOOD VENDOR

Community vendors are vendors that live within Monroe County

The fee for a Community food vendor booth is **\$275.00**

Food vendors must obtain a Forsyth/Monroe County Health permit application at least one month prior to the festival.

## General Information

### ELIGIBILITY

All media must be handmade and original.

Flea-market items, manufactured items, and handmade imports **WILL NOT BE ACCEPTED.**

Commercial crafts or crafts originating from kits are not acceptable.

All exhibited work must be similar to the photographs submitted and will be verified by the festival representatives who reserve the right to require vendors to remove any item or items that do not meet these requirements, or any item not approved upon acceptance.

The committee reserves the right to reject any application for any reason.

### JURYING

We look for the highest quality work and strive to have a variety of media, styles, and price points represented at the festival.

All work must be original, produced by the exhibitor, and for sale.

Beginning in January, we jury bi-weekly until each category is filled.

We create a waiting list if a category fills up.

For example, jewelry is by far the most popular category. We frequently fill all our spots for jewelers well before the show itself is full. We then create a waiting list from accepted applicants. If an artisan in the filled category cancels, then we fill their spot from the waiting list.

## LOCATION

The Forsythia Festival takes place in the streets of downtown Forsyth. From I-75, take exit 187 or 186 and turn toward west. Forsyth is located 1 hour south of Atlanta via I-75 and twenty minutes north of Macon.

## HOURS

Forsythia Festival is the second weekend in March:

Saturday 10AM–6PM

Sunday 11AM–5PM

## ATTENDANCE

The Forsythia Festival is a two-day art-and-crafts show.

Vendors must staff and keep booths intact during festival hours (Saturday from 10AM until 6PM and Sunday from 11AM until 5PM).

## VENDOR HOSPITALITY

The festival provides a hospitality suite for our vendors.

We understand that some vendors do not have available staff to take a break; therefore, festival staff is available to “booth-sit” for vendors.

You will be provided a number to call when you need assistance.

You must be 18 years or older with a vendor badge (or accompanied by adult with a vendor badge) to enter hospitality suite.

**MINORS MUST BE ACCOMPANIED BY AN ADULT AT ALL TIMES WHILE IN THE HOSPITALITY SUITE**

## INCLEMENT WEATHER

The festival WILL NOT reschedule due to inclement weather.

Regardless of the weather the festival is a 2-day event.

Vendors are required to staff their booths BOTH days during festival hours.

Exhibitors must supply protective coverings/equipment needed to protect their work. There will be no refunds for inclement weather.

## **Rules/Regulations**

### HEALTH PERMIT APPLICATIONS

Obtaining a Forsyth/Monroe County Health permit application is the SOLE RESPONSIBILITY of each food vendor.

You must complete the application and return it to the Monroe County Health Department at least one month prior to the festival.

If you have not been granted a permit, you will not be allowed to set up at the

festival. Temporary permits will be issued by the Health Department the moment you pass inspection.

For questions about required licenses, permits, etc., please contact the **Monroe County Health Department: (478) 993-3081.**

### **GENERAL LIABILITY INSURANCE \* FOOD VENDORS ONLY \***

A \$1,000,000 general liability insurance naming the Forsythia Festival as additional insured is required.

A copy of your certificate of insurance is required for your participation in the Forsythia Festival. **The copy must be received NO LATER THAN FEBRUARY 23<sup>rd</sup>, 2019.**

Options for submission are as followed:

1. Mail a physical copy to: Priscilla Caldwell 10 W Chambers St, Forsyth, GA 31029
2. Email a copy to [events@forsyth-monroechamber.com](mailto:events@forsyth-monroechamber.com)

### **ITEMS**

Vendors must list ALL products and prices that will be sold from their booth.

Only items listed on your application and subsequently approved prior to the festival can be sold. **THIS WILL BE MONITORED.**

If you violate our approved list, you will be asked to remove the item from your menu and you will jeopardize future participation in the festival.

### **COMMERCIAL & PREPARED FOOD VENDORS**

Festival prepared food items for sale at the fair must be packaged and sealed.

Food samples may be made available for taste test only.

Food items for consumption on the premises must be sold at designated concession sites only.

If you are a commercial food vendor, you must submit a list of each item being sold to the festival committee.

### **SCREENS**

The state health code for temporary food permits requires that all food preparation and food display areas should be protected by using provision of walls, ceilings, shields, screens, or other approved barriers or devices.

Screening material used for walls, doors, or windows must be at least 16-mesh to the inch.

### **QUALITY OF PRESENTATION**

All participating food vendors must have a professional presentation.

Vendors are required to provide everything in their set up.

Your signage and banners need to be clean and professional looking.

The look of your booth and your unique menu is very important to the overall look and success of the festival and is a major factor in the selection process.

### **TENT WEIGHTS**

To protect not only a vendor's merchandise but also that of other vendors, the festival requires that ALL TENTS BE SECURLY WEIGHTED.

Failure to comply could result in removal from the festival without refund of application fees.

### **DISPLAY AREA**

Display areas are an average of 10-feet wide by 10-feet deep and are located on the city street.

Vendors must provide their own display set-up: tent (of any color), panels, tables, chair, etc. Tents or coverings must be self-supporting.

Drilling or puncturing street surface is strictly prohibited.

### **VEHICLES**

NO VEHICLE OF ANY KIND may remain on the festival grounds (must be removed by 6PM Friday for Food Row or 9AM for all other areas).

All vendors MUST PARK in area reserved as vendor parking.

Vendors will be given one parking pass.

Festival staff provides transportation between parking and the festival.

You will be provided with a phone number to call when you need transportation to and from vendor parking.

Failure to comply will be subject to POLICE INTERVENTION.

### **SECURITY**

The City of Forsyth Police Department provides security from 11PM Friday through 5PM Sunday.

### **PHOTO SUBMISSION**

Vendors are required to submit a minimum of 4 photos with their application.

The look of your booth and your unique menu is very important to the overall look and success of the festival and plays a major factor in the selection process.

Each photo must have one of the following:

- . Your booth set-up.
- . Your concessions.
- . Booth presentation.

## MAKING CHANGE

The Forsythia Festival will provide concessionaires/vendors with change when necessary.

This service will be available in the hospitality suite.

### **Booth Information**

## SET-UP

Your space is LIMITED and EXACT to the dimensions you indicate below.

If your booth exceeds the allotted space, the festival will have the right to relocate your booth and fine you \$500.

Food vendors on food row must set up Friday between 12PM – 6PM.

Food booths in other locations will set up on Saturday between 6AM until 9AM.

Each food vendor will be notified of when their set up time will be.

Vendors must staff and keep booths intact during festival hours (Saturday from 10AM until 6PM, and Sunday from 12 noon until 5PM).

Food vendors may not set up prior to 2PM Friday and setup must be complete no later than 6PM Friday on Food Row.

Vendors' tents/setup must not infringe upon neighboring spaces or public areas.

Exhibitors may not relocate or move from their assigned space without expressed consent by the executive festival staff.

## ELECTRICITY

Electricity is available for an additional fee; the options are as followed:

- Electricity 120V - \$25
- Electricity 240V - \$50

Applicants who require electricity must indicate it on their application and they **MUST PROVIDE THEIR OWN ELECTRICAL EXTENSION CORDS**

Vendors may bring a generator; however, it must be indicated your application and **ONLY QUIET GENERATORS ARE ALLOWED.**

## WATER

Water is available at certain locations in the festival layout.

Vendors must bring their own food-grade hose with a vacuum breaker to attach to the city water supply. This will be checked by the health inspector.

## **Forsythia Festival 2019 Agreement**

**This is the Artist/Vendor Agreement and the Rules and Regulations of the Forsythia Festival. By agreeing to its terms, the Artist/Vendor hereby makes an application to exhibit and, if selected, abide by the Rules and Regulations of the Festival.**

### **HOLD HARMLESS**

The Artist/Vendor agrees to make no claim for any reason whatsoever against the Forsythia Festival, nor Forsyth-Monroe County Chamber of Commerce, nor any person or organization affiliated with the show for loss, theft, damage, destruction or non-delivery of goods, display material and or other effects; nor for any injury to him/herself, employees or representatives while in the show area.

### **SUBMISSION OF MATERIAL AND APPLICATION**

The Artist/Vendor will submit an application, three images representing original work, and one booth image to be considered for exhibition at the Festival. Acceptance into the Festival will be based upon a jury review of all of the images presented electronically via the application. The Artist/Vendor affirms that the submissions have not been substantially altered.

### **RULES AND REGULATIONS**

**Original work:** Artists/Vendor will display only their own work. 100% of the Artists/Vendors work in the Festival must be original. The work displayed in the Festival must be exact to the work submitted in the application. Not allowed are imported, manufactured, mass produced items, kits, molds, embellished objects, commercial reproductions or Artist/Vendor posters. Violation of this requirement may result in termination of display and sale and eligibility in future festivals.

**Attendance:** Accepted Artists/Vendor must exhibit during all show hours on both days. The accepted Artist/Vendor must staff displays at all times during Festival hours. Failure to do so will eliminate your ability to participate in future festivals.

### **GENERAL CONDUCT OF FESTIVAL ARTIST/VENDOR**

**Conduct:** Any unbecoming conduct during the show will result in immediate removal from the Festival.

**Presentation:** Each Artist/Vendor must always present a professional and congenial demeanor.

**Booth Construction and Design:** Booths must be freestanding. The Artist/Vendor is expected to conform to the highest levels of design aesthetics of the booth, the Festival as a whole, and consideration for the booth and presentation of neighboring Artists/Vendor.

**Animals:** Unless as a registered (with papers available as proof) service animal, no pets (dogs, cats, or other) are permitted on festival grounds. Failure to follow this policy can be cause for removal from the festival and loss privilege at future festivals without refund.

### **ENFORCEMENT**

Festival Management has sole discretion to determine if any work or presentation does not meet exhibition standards and to request that such work or display be removed. Festival management or the Forsyth-Monroe County management reserves the right to remove any Artist/Vendor and their display for any violation of the rules and regulations of this Festival.

## **SERVICES**

The contract between the Festival and the Artist/Vendor is for exhibit space of one Artist/Vendor, any items that the Artist/Vendor may rent from the Festival, the services listed below, and any other services/amenities that may be included by addendum.

**Utilities:** No electricity or water is provided unless requested and purchased during the application process.

**Security:** The City of Forsyth Police Department provides security from 11PM Friday through 5PM Sunday.. Artists/Vendors are ultimately responsible for the security of their work and personal possessions. All Artists/Vendors are advised to carry adequate theft and liability insurance. Booths may be left set-up Friday and Saturday nights.

**Parking:** The Festival provides a designated nearby parking area for Artists/Vendors. After check-in, Artists/Vendors will be given a phone number to call for shuttle services.

**Marketing:** The Festival aggressively promotes itself and its participating performers, and associated events. The Artist/Vendor gives permission to the Festival to use the Artists' /Vendors' likeness, work, and display for marketing and promotion of the Festival without compensation.

## **DEPOSIT(JURY)/CANCELLATIONS/REFUNDS:**

\* **Cancellation:** Notice of cancellation of exhibit space must be directed to the Program Coordinator (events@forsyth-monroechamber.com). Cancellation must be acknowledged by return e-mail from the Program Coordinator before cancellation is officially accepted.

\* **Unused incentives and discounts:** Incentives and discounts are offered to the Artist/Vendor for set periods of time and through stated procedures. No credits or refunds are offered for failure to take advantage of the offers.

\* **Refund:** Full refund if cancelled by 2/1/2019. NO REFUNDS IF CANCELLED AFTER 2/1/2019. There will be no refund or rain checks due to inclement weather. No refunds will be made for spaces engaged but not used, nor for discounts offered but unclaimed.

## **TAXES**

Artists/Vendors are responsible for payment of taxes to any city, county, state, or federal agency