



2018 FESTIVAL APPLICATION

Historic Downtown Toccoa

WELCOME: The Toccoa Main Street Program welcomes you to our 42nd annual Harvest Festival. We invite you to be a part of this northeast Georgia tradition. Each year about 10,000 visitors from around the region come to enjoy the beauty of the area as well as to participate in the festival. Please read the following information and send in the attached application by September 28, 2018 to avail of the lower rate.

TIME:

- On Friday, October 26, vendors set up will begin at 5:30 p.m. Saturday set up must be completed and all vehicles out of the Festival area by 9:00 a.m.
- Please note that anyone setting up before 5:30 p.m. on Friday night will be fined \$25. Payment will be required before the festival begins.
- Late arrivals will be placed at the end of the street. After 9:00 a.m. you will need to carry your sales items to your booth.
- Unattended vehicles in the Festival area will be towed at the owner's expense. No vehicles will be allowed in the festival area during festival hours.
- Festival hours are Saturday 10:00 a.m. - 5:00 p.m. and Sunday 10:00 a.m. – 4:00 p.m.
- This is a rain or shine event. Vendors are required to be on site all hours and both days.
- All vehicles must be fully unloaded and removed from the festival site before beginning to set up your booth.
- There will be one way traffic in the festival area this year. Vendors will receive more information about traffic flow and booth location closer to festival time.

EXHIBITOR FEE:

- Entry fee for each 12' x 12' craft booth is \$40 by September 28. After October 1 the fee will be \$50.
- There is an additional \$25 fee for each electric receptacle. Power strips will not be permitted. Overloading circuits cause power outages. Any participant requiring a generator must be pre-approved.

- Professional food vendors' fee is \$200 by September 28. After October 1 the fee will be \$225 per space.
- Children/adult activities fee is \$40 by September 28. After October 1, the fee will be \$50 per space. A 10% commission will be added as well.
- Checks returned unpaid by the bank will void show eligibility. Applicable fees for returned checks may be charged.

ELIGIBLE SALE ITEMS:

- All items must be homemade, home baked, or home grown. The following items are prohibited: screen printed t-shirts, manufactured goods, retail items, inflatable toys, retail jewelry.
- An authenticity committee will check the booths at the Festival. If your product is not home made, home baked, or home grown, you will be required to relinquish your space and leave without refund.
- There will be no yard sale or flea market type items allowed.
- Please provide an adequate supply of products that will last through the duration of the two-day event.

BOOTH SPACE:

- Booth spaces allow a 12' x 12' space. When giving booth dimensions BE EXACT. Placement is based on the measurements you provide for us. If measurements exceed booth length you must register and will be charged for an additional space.
- Each participant is responsible for their clean-up arrangements before leaving the festival. All areas must be left as found. Food vendors shall remove all used cooking oil from the premises after the event.
- Canopies are encouraged in the event of inclement weather. **CANOPIES MUST BE WEIGHTED DOWN**
- Water is available from faucets located at the east and west end of Doyle St. Vendors must provide a container to retrieve, carry and store water at their booth if needed.

APPLICATION PROCESS:

- Fill out both sides/pages of the application portion and return it along with your check (made payable to Toccoa Harvest Festival) to:

Harvest Festival
Toccoa Main Street Program
P.O. Box 579
92 N. Alexander St.
Toccoa, GA 30577

- Keep the "rules" portion for your reference.
- Deadline is September 28. Extra charges will apply for those who enter after Oct. 1.
- A full refund will be given in the event your application is not accepted.

- Refunds will not be given after September 28.
- Vendors will be limited and will be selected by the Festival Committee.
- Craft vendors must supply three photos: one of the components/supplies/materials of the product, one of the artists in the process of making the product, and one of the finished product. If you have participated before and have submitted pictures, you will not be required to send more pictures unless your inventory has changed.
- Food vendors must supply a picture of their booth as well as a menu. Each vendor may offer up to five menu items (drinks not included). Only two vendors for each item will be accepted. We will inform you of duplicates ahead of time so you can change your menu if you wish.
- Vendors who have photos on file and their product has not changed do not need to resend photos. Please indicate on the application if you have photos on file.
- You will receive confirmation of your application on or before October 12, depending on when application is received. Information packets will be emailed to you this year unless you request a hard copy sent to you. Please indicate on your application if you would like it sent to you.
- No informational booths will be allowed.

SET UP AND PARKING:

- Parking by participants (those running the booths or activities) will be in designated areas only. These areas are the parking lot adjacent to the library and the Toccoa Elementary School parking lot. Do not use the parking lots behind the Doyle Street buildings. Leave these spaces for the customers of the stores and people coming to the Festival.
- No overnight parking for vehicles, trailers, or campers will be allowed in the festival area Friday or Saturday nights. Vehicles will be towed at owner's expense.
- RV parking will be available at Toccoa Elementary School. There are no "hookups" available. Please indicate on your application if you will need a space.

ADDITIONAL INFORMATION:

- Applicants shall assume all risks related to participation in the Harvest Festival. The Toccoa Main Street Program & the City of Toccoa assume no liability for activities of any participant in the Festival or those attending.
- Sidewalks and walkways will not be blocked at any time.
- All food vendors must comply with the Stephens County Health Department regulations for temporary food service. A permit application will be sent to you with your vendor information packet.
- Vendors are not allowed to bring pets inside the festival area at any time.
- Members of the Main Street district will be permitted to sell non-homemade items.

- The Toccoa Police Department will patrol the area periodically from 8:00 p.m. Friday until 8:00 a.m. Sunday, and overnight security will be provided. However, because the festival is in an ungated area the Toccoa Main Street Program will not be responsible for any items left overnight.
- ***Please note that anyone setting up before 5:30 p.m. on Friday night will be fined \$25. Payment will be required before the festival begins.***

DATES TO REMEMBER:

October 27 & 28 – Festival Dates

September 28 – Applications Due (Additional fees will be charged after October 2)

September 28 – Last day to receive refund

October 12 – Vendor information will be emailed or sent out.

AREA LODGING:

Simmons-Bond Inn

74 W. Tugalo St.
Toccoa GA 30577
Toll Free-877-658-0746 Local-706-282-5183

Quality Inn

106 Stephens Circle
706-886-1048

Country Hearth Inn

273 N. Broad St
706-297-7799

Mountain Lakes Rentals

1-800-610-0020
Lake Hartwell

Toccoa RV Park & Campground

Oak Valley Road
706-886-2654

Georgia Baptist Conference Center

462 Sonrise Way
Toccoa, GA 30577
706-886-3133

Please fill the pages below and send them to the Toccoa Main Street Program. Thank you.



TOCCOA HARVEST FESTIVAL
 October 27 & 28

2018 FESTIVAL APPLICATION

PLEASE FILL OUT BOTH PAGES, SIGN, AND SEND WITH FEES TO:

**Harvest Festival
 Toccoa Main Street Program
 P.O. Box 579
 92 N Alexander St
 Toccoa, GA 30577**

PREFERRED SPACE # _____ **Deadline:** September 28, 2018 – Please be aware that we may not be able to give you your first choice, but we will try. Additional fees will be charged after October 1, 2018.

CRAFT VENDOR (\$40 per space, \$50 after Oct.1) x _____

PROFESSIONAL FOOD VENDOR (\$200 per space, \$225 after Oct. 1) x _____

ACTIVITY (\$40 +10% commission, \$50 after Oct. 1) x _____

ELECTRICITY (\$25 extra per receptacle) x _____

TOTAL AMOUNT ENCLOSED \$_____

NAME _____

ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

PHONE () _____ **EMAIL** _____

Have you participated in our festival before? _____

In what name? _____

Number of years _____

CRAFT VENDOR (please check)

_____ My "homemade, home backed or home grown" product is: _____

_____ Photos on file. _____ I have attached a product list.

____ I understand that in order for my application to be processed I MUST include required photos each of : ____ components/supplies/materials of my product ____ me in process of making product ____ my finished craft product

____ I understand authenticity of my product will be verified during the festival. If I violate the rules I will be asked to remove the items and may be asked to relinquish my space without refund.

PLEASE READ AND SIGN NEXT PAGE.

Professional Food Vendor (please check)

____ I have attached menu/list of items I wish to sell.

____ I understand only two vendors will be allowed to sell any food item.

____ I understand food item availability is on a first come first served basis.

____ I have attached a recent photo of my set-up.

____ My trailer/booth set-up is ____ x ____ including hitch/tongue, etc.

____ I understand spaces are exactly 12' x 12' and that any measurement exceeding space size will require registration and payment for additional spaces to accommodate the entire size of my set-up, and have included such in my registration.

PLEASE SIGN AND SEND IN WITH APPLICATION:

I acknowledge and certify that I have read and agree to abide by rules established by the Toccoa Harvest Festival. I also hereby agree to release and hold harmless the Toccoa Harvest Festival, its employees and volunteers: the City of Toccoa, its employees and volunteers: as well as the owners of any private property that the festival utilizes from any damages, losses due to theft of the undersigned vendor's property, or for any personal injury, which the vendor or anyone working for the vendor may sustain while participating in the Toccoa Harvest Festival.

Signed: _____

Date: _____

Confirmation will be emailed or mailed out by October 12, 2018.

OFFICE USE ONLY

DATE RECEIVED _____

WATER _____ **SPACE #** _____ **ELECTRICITY #** _____

VENDOR TYPE: Craft _____ Food _____ Activity _____

CHECK # _____ **MONEY ORDER #** _____ **CASH AMOUNT** _____

