

# 2023 HARVEST FESTIVAL RULES & REGULATIONS

## HISTORIC DOWNTOWN TOCCOA



### WELCOME:

The Toccoa Main Street Program welcomes you to our 46th 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 separate application by September 30, 2023 to take advantage of the lower rate.

### TIME:

- On Friday, October 27, vendor 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.
- Vehicles will not be allowed into festival area after 9:00 a.m. Saturday you will need to carry your 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.
- All vehicles must be fully unloaded and removed from the festival site before beginning to set up your booth.
- 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.

### EXHIBITOR FEE:

- Entry fee for each 12' x 12' craft booth is \$50 by September 30. Beginning October 1 the fee will be \$60.
- 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 vendor fee is \$225 by September 30. Beginning October 1 the fee will be \$250 per space.
- Children/adult activity fee is \$50 plus 10% total sales by September 30. Beginning October 1 the fee will be \$60 per space plus 10% total sales.
- 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, and retail jewelry.
- An authenticity committee will check the booths at the Festival. If your product is not homemade, 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. If measurements exceed booth length you 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 chosen method of payment:
  - Please make checks payable to: **Toccoa Harvest Festival**
- Mail to:  
**Harvest Festival**  
**Toccoa Main Street Program**  
**92 N. Alexander St.**  
**Toccoa, GA 30577**  
**or email to [mrichardson@cityoftoccoa.com](mailto:mrichardson@cityoftoccoa.com)**
- Fees can also be paid online at: **[city-of-toccoa.square.site](http://city-of-toccoa.square.site)**
- Keep these "Rules and Regulations" for your reference.
- Deadline is September 30. Extra charges will apply for those who enter after September 30.
- A full refund will be given in the event your application is not accepted.
- Refunds will not be given after September 30.
- Vendors will be limited and will be selected by the Festival Committee.
- Craft vendors must supply only 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. Please indicate on the application if you have photos on file.
- 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.
- You will receive confirmation of your application on or before October 13, depending on when application is received. Information packets will be emailed to you this year unless you request a hard copy sent to you. Booth assignments are determined by the Festival Committee and will be given to you when you pick up permits. Permits can be picked up on Friday, October 27 or Saturday, October 28 at City Hall.

### **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 and 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. **The Stephens County Health Department now charges a \$30 fee directly to vendors. This will be paid directly to them.**
- 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 held responsible for any items left overnight.
- **Please be aware that you may not enter the festival area with your car Saturday from 9:00 a.m. - 5:00 p.m. and Sunday from 9:00 a.m. - 4:00 p.m.**

## **DATES TO REMEMBER:**

October 28 & 29 - Festival Dates

September 30 - Applications Due

(Applications will be accepted after September 30 but will be charged an additional \$10)

September 30 - Last day to receive refund

October 13 - Vendor information will be emailed or sent out.

## **ADDRESSES FOR SET UP AND PARKING:**

Toccoa-Stephens County Library- 53 W Savannah St. Toccoa, GA 30577

Toccoa Elementary School- 304 N Pond St. Toccoa, GA 30577

## **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

Toccoa, GA 30577

706-886-1048

### **Country Hearth Inn**

273 N. Broad St.

Toccoa, GA 30577

706-297-7799

### **Mountain Lakes Rentals**

1-800-610-0020

Lake Hartwell

### **Toccoa RV Park & Campground**

Oak Valley Road

706-886-2654

\*Please fill out the separate application and send it to the Toccoa Main Street Program. You can also email [mrichardson@cityoftoccoa.com](mailto:mrichardson@cityoftoccoa.com). Thank you.