

OAK PARK MOONSHINE FESTIVAL Vendor Information

RULES & REGULATIONS

The Oak Park Moonshine Festival will not guarantee vendor spaces. The festival committee will be responsible for making judgement calls and will be as fair as possible.

1) Vendor applications & contracts can be submitted via mail (*Oak Park Moonshine Festival Attention: VENDORS, 3857 Harrington Street , Lyons GA 30436*) or email tel.opshiners@gmail.com Please be aware that submissions will not be assigned a location spot until payment is received. (*If you email your paperwork, you must send payment via mail to the address above. You are not a vendor until your payment is received & cleared!*) Only check or money order is accepted – NO CASH! Required paperwork and payment must be received or postmarked by the **VENDOR DEADLINE – September 7, 2024**. Anyone requesting to become a vendor following this date will be charged an additional \$50 late fee and will also be subject to availability. We are limiting our vendors this year so quick action on your part is crucial in reserving a vendor spot.

2) Vendor acceptance notification will be sent via email. **PLEASE INCLUDE AN EMAIL** on the application that is checked frequently. We will not call or mail information to you. Emails will be sent to approved vendors. Once *vendor spots are assigned*, there will be no refunds unless approved by The Oak Park Moonshine Festival Committee. Refunds will only be considered in the event of an emergency prior to the Vendor Deadline. Absolutely NO refunds will be given after the Vendor Deadline – **September 7, 2024**. All refunds are at the discretion of the festival committee.

3) A booth photo must accompany your application. This photo should show items you plan to sell and the presentation of your set-up. This photo will be considered in the acceptance of your vendor application. Each vendor must present a neat and professional appearance. The photos become the property of the Pine Tree Festival and will not be returned. Photos may be used for publicity. Photos may be mailed with your application or emailed to tel.opshiners@gmail.com . Please make sure your photo is labeled with your name and contact information. All vendors (past participating vendors included) must submit a photo.

4) *Vendors will be provided information on check-in with their confirmation of approval* email. Again, you must submit a working email that is checked frequently. Vendors will be required to check-in at the designated location (TBA) at the time specified. Only approved vendors will be allowed to set up for the festival. No other vendors will be allowed.

5) Vendors are expected to participate fully for the time indicated on their application and agree to be present for those scheduled festival hours. Vendors should be prepared for inclement weather as there will be no refunds due to weather conditions unless the festival is cancelled. Vendors are asked not to dismantle their booths before the festival ends because this is disruptive to shoppers and other festival vendors.

6) No vehicles are allowed to stay within the vendor area following set-up. All vehicles must be removed by times indicated on application. Any vehicles remaining will be removed at the owner's expense. A designated parking area will be provided for vendors this year. Please remove all vehicles following completion of set up. This is necessary to provide room for all.

7) Electricity and water are NOT provided.. This is a rule set by the festival committee. Low noise or quiet generators are required for all vendors needing electricity.

8) Vendors are responsible for all necessary display props such as tables, chairs, table covers, etc. Tables should be covered to the ground and all packing material should be placed underneath the

table or kept out of the vendor area. Vendors must keep assigned spaces clean and litter free. You are responsible for your own trash. **DO NOT put hot coals in trash cans or dumpsters!!!**

9) The Oak Park Moonshine Festival Committee will do its best to separate food vendors from arts & craft/clothing vendors, but this cannot be guaranteed.

10) Allotted space will be strictly enforced; therefore, booth display should NOT exceed the established boundaries of 16' wide by 16' deep. Any vendor needing additional space will be required to reserve extra spaces as needed. Canopies, tents, trailer hitches, connecting wires, and/or tie-down ropes must be contained within the vendor assigned space. Vendor set-up MUST fit in the allotted space!

11) Vendors must list all items to be sold on the application. The Oak Park Moonshine Festival Committee will work hard to avoid over duplication of vendor items. Please note: *All foods/items listed on your application may not be accepted. You will receive notification of items approved for sale at booth and only those items may be sold. No exceptions*

12) Vendors displaying merchandise not listed on their approved applications will be asked to remove the items at the discretion of the festival committee, which is the sole judge as to the suitability of an applicant's merchandise. The Oak Park Moonshine Festival Committee reserves the right to refuse space to an exhibitor who does not comply with vendor rules. Vendors may also be asked to leave and forfeit application fees.

13) No offensive noise distractions allowed in the vendor area – this includes music of any kind, toy noise makers, snaps or poppers, etc.

14) No fortunetelling, phrenology, clairvoyance, palmistry, astrology, or other kindred practices will be allowed according to city ordinance.

15) **Items you are not allowed to sell at your booth: toy guns, snaps or poppers, silly string, or other novelty items. Gun sales are not allowed. Any knives, swords, etc. will only be accepted after festival board approval.** The Oak Park Moonshine Festival Committee strives to emphasize handcrafted items at the festival. If you are not sure on something, call Teresa at 912.293.6492

16) Politicians/political parties will be charged a vendor's fee depending on booth space needed and participation length.

17) The Oak Park Moonshine Festival Committee reserves the right to approve or deny any application for any reason.

Saturday Check-in begins **Saturday, September 28** from 6am to 8am. pm. All set-ups must be complete & vehicles removed from the vendor area by 8:00 pm.

DO NOT RETURN THE ABOVE INSTRUCTIONS. KEEP FOR YOUR REFERENCE.

Business Name _____

Person in Charge Name (if different from above) _____

Address _____

Mailing Address City State Zip _____

Phone Contact _____ Cell _____

Email _____

(email is REQUIRED! – this is how the vendor chair will communicate with you!)

Vendor vehicle's make, model, tag _____

Booth Request: (please choose one option below with a check mark)

_____ Option #1 - I plan to participate with one 16' x 16' area. Cost = \$75.00

_____ Option #2 - I plan to participate with two (2) 16' x 16' areas. Cost = \$125.00

If the above sized areas do not meet your needs, please contact Teresa at 912.293.6492

Please select the category which best describes your vendor items for sell. Please be mindful of the prohibited sell items listed in the vendor information.

_____ F = Food/Drinks/Ice _____ A/C = Arts & Crafts (handcrafted) _____ R =Retail _____ O =Other/No Sales

Description of booth items: (Please be specific. Include all items you wish to be considered. All may not be approved to prevent duplication. Those handing out items for free should also complete this part of the application and select O =Other.)

The vendor applicant hereby agrees that he/she has received, read, and complies with the regulations furnished by The Oak Park Moonshine Festival and acknowledges that The Oak Park Moonshine Festival, as well as the City of Oak Park are released and held free from liability for any loss or damage to person, property, costs, expenses, or loss of service on account of, while engaged in, or in any way growing out of The Oak Park Moonshine Festival. In addition, the applicant hereby agrees to defend, indemnify, and hold harmless those entities above, including their officers, agents, and successors, and assigns from and against any and all claims, demands, actions, or causes of actions, suits at law or inequity of any nature or character arising out of or any act of mission of the second party or its agents in the performance of rights, duties, and obligations of the second party under this agreement. The second party understands that The Oak Park Moonshine Festival, City of Oak Park assumes no responsibility or liability for any property of the second party that may be located on the above-described premises. For, and in consideration of, permission to participate in The Oak Park Moonshine Festival the specified above shall be subject to acts of God, or any condition or circumstance beyond the control of The Oak Park Moonshine Festival. Vendor also understands they are fully responsible for any revenue/sales tax applicable for items sold at the **2024 Oak Park Moonshine Festival** and that participating vendor names are submitted to the Georgia Department of Revenue - Compliance Division.

****Your signature below binds you to the above statement as well as an agreement to abide by all vendor rules. Any violation of these rules will result in dismissal from all events and forfeit of fee.**

SIGNATURE DATE

VENDOR CHECKLIST: Please check off once completed. _____ Read all information noting the deadline for applicants.

_____ Complete application

_____ Sign application showing that you agree to all rules & regulations

_____ Submit application along with signed agreement via mail/email by deadline

_____ Mail check or money order to address provided by deadline

_____ Mail/email photo of booth set-up by deadline

**Make check/money order payable to: The Oak Park Shiners OR Cash App
\$oakparkshiners**

Mail applications to: Oak Park Moonshine Festival

Attn: Vendors

3857 Harrington Street

Lyons, Georgia 30436

For Festival Use Only:

_____ **Date Received**

_____ **Amount Received** _____ **Approved/Denied**

_____ **Check/Cash/MO** _____ **Notification Date**

_____ **Location**