****Exhibitor Guidelines

June 8, 2019

728 Lake Meriwether Road, Woodbury, GA 30293

1. **Participation**: You are required to operate your exhibit for the full day of the Festival (9:00 am-6:00 pm on Saturday)
2. **Cancellation Policy**: 100% refund will be given if you cancel more than 30 days before the festival. 50% refund will be given if you cancel more than 14 days before the festival. No refunds or credits if cancellation notice is given less than 14 days before the festival
3. **Exhibitors of Children’s Activities which are mechanical, inflatable or moving structures shall provide a** certificate of insurance made to Meriwether County Chamber of Commerce & Tourism must be provided with your signed contract.
4. **If you are not accepted due to too many vendors with same or similar items, you will be placed on a waiting list in the event of a cancellation.**
5. **Registration/Check –in/Booth Guidelines**
	1. You may check-in at the festival site between 3:00 p.m. and 7:00 p.m. on Friday or between 7:00 a.m. and 8:30 a.m. on Saturday**. No arrangements can be made for late check-in.** You will be given your booth space assignment upon check-in.
	2. Assigned spaces are non-transferable and may not be shared with others.
	3. You may pull your vehicle near your booth space for unloading and set up; after which your vehicle must be relocated to the sanctioned vendor parking lot by 8:30 a.m. on Saturday
	4. **Exhibitors must stay within their booth boundaries.** Booth perimeters are clearly marked; do not extend into adjacent areas or walkways.
	5. **All tents must be secured to the ground**
	6. **Use only heavy duty 3-prong (grounded) wire extension cords. Service is 15 amp/110 volt.**
	7. **Sell only the approved items listed in your contract. You will be asked to remove items not approved. We will not approve new items during the festival**
	8. **Booths cannot be taken down until Festival closes on Saturday at 6:00 p.m. Exhibitor vehicles cannot be relocated to the booth area until after the festival closes**
	9. **Please remove all of the trash from your booth area and place it in designated receptacles.**
6. **The festival is situated on the Lake Meriwether property and may have uneven terrain in some places.**
7. **Sales Tax – vendors are responsible for their own accounting and submission of sales tax.**