



Sugar Rush

Downtown Sugar Hill
Saturday, October 15, 2016
Event opens @ 11:00am

Business & Organization Vendor Application

****IF YOU ARE AN ARTIST, PLEASE FILL OUT OUR ART VENDOR APPLICATION****

Name of Business/Organization: _____

Contact Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone #'s (Day): _____ (Evening): _____ (Cell): _____

Email Address: _____ Web Address: _____

**All Food Vendors must abide by
 Gwinnett County Health
 Department Regulations. Any items
 not listed will not be allowed to be
 sold at the event.**

Please list **all food and/or drink products** to be sold at your booth: _____

I hereby apply for a booth space for sale purposes in the City of Sugar Hill event. Having done so, I hereby agree to abide by all rules and regulations previously set forth in this application. I further understand that failure to abide by said rules will result in my being removed from the event and I will not be invited nor included in future events sponsored by Sugar Hill.

The City of Sugar Hill, a Georgia Municipal Corporation, and its agents, employees, and representatives thereof, assume no liability or responsibility for injury or loss that may result to any exhibitor or his/her personal effects, including goods for sale occurring on the premises or arising under Sugar Hill event activities and said exhibitors agree, contest, and acknowledge to hold the City of Sugar Hill harmless for any injury or loss.

I have read and fully understand all the rules and guidelines of the City of Sugar Hill. I further understand that the approval of this application will be subject to the decision by a review board.

Print Name: _____ Signature: _____ Date: _____

Questions? Contact Ms. Megan Carnell at 770-945-6716, email: mcarnell@cityofsugarhill.com or fax 770-945-0281 or www.cityofsugarhill.com.

✓ **\$100 application fee will be required along with the deposit.**
The application fee is nonrefundable and must be a separate check or transaction from the security deposit.

✓ **\$400 refundable deposit is required upon acceptance.** This deposit is refundable as long as all rules and guidelines are followed. Should you cancel after October 1st, the security deposit will NOT be refunded.

Application fee (please include as a separate check) \$ _____ **Security Deposit** \$ _____

Please make all checks payable to The City of Sugar Hill and send them to 5039 West Broad St. Sugar Hill, GA 30518 along with your application.

Card Type: _____ Credit Card No: _____ Exp. Date: _____ Billing Zip Code: _____

CVV: _____ Cardholder Name (Printed): _____ Signature: _____

For Staff Use Only Please

Date Received: _____ Amount: \$ _____ Check No: _____ Card Type: _____



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Vendor Rules and Guidelines

****IF YOU ARE AN ARTIST, PLEASE FILL OUT OUR ART VENDOR APPLICATION****

1. A submitted application does not imply acceptance. All applicants will be notified as to the status of their application upon arrival. A refundable \$400.00 security deposit will be required to secure a vendor space. Two weeks prior to the event is required for cancellation. **Should an accepted applicant cancel after October 1st, the \$400.00 security deposit will NOT be refunded.**
2. Vendors must provide all of their own props and equipment. This includes, but is not limited to, weights and tie-downs for securing tents. Trash containers, rest room facilities, and eating areas will be provided.
3. Power will NOT be provided. Vendors must provide their own generators in the event that they will need power.
4. **Booth and vendor set-up must be completed and ready to sell by 10:30am. Estimated event end time is 5:00pm.**
5. All booth and vendor spaces will be outdoors. Sweet Life Concert Series events are rain or shine. In the case of dangerous inclement weather the City of Sugar Hill will inform vendors if the event will be rescheduled, unless otherwise stated.
6. Should an applicant not be accepted, any application fees or security deposits will be promptly returned.
7. Any vendor who misrepresents the content or intent of their booth will be asked to leave the event area, with NO refund.
8. Only food products and prizes approved by the City of Sugar Hill will be allowed to be sold at the event. You will be notified as to what will be approved for sale from your list of items on the application.
9. Only one vendor or business allowed per booth or vendor space.
10. Vendors are responsible for clean-up of their areas at the conclusion of the event. A \$400.00 refundable security deposit is required upon the acceptance of the application. Booths must remain open and shall not be dismantled prior to event ending. After the event, all merchandise must be packed and booth completely disassembled before vehicles will be allowed into event area for loading and departure.
11. Knives, firearms, fireworks, weapons, or other dangerous items MAY NOT be displayed or offered for sale.

*** * * Fees are non-refundable for any reason; including weather * * ***