



Holiday Celebration Handmade Gift Shop

Sugar Hill City Hall
Event opens @ 5:30pm

Vendor Application-Due November 30th

Name of business: _____

Contact Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Business address (if different from above):

City: _____ State: _____

Zip Code: _____

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

(Cell): _____

Email Address: _____

Web Address: _____

Please list **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 affects, 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: _____

Please check the appropriate space/services requested. If you need additional space or electricity, you are required to purchase it at the time of application:

A \$100 refundable deposit or an on-file credit card is required from each vendor. The City reserves the right to hold the deposit check or charge the on-file credit card in the event that a vendor violates the rules set forth.

Vendor Space: \$15.00

** Vendor fee will be waived for members of the Sugar Hill Business Alliance.

Are you a member of the Sugar Hill Business Alliance? Yes No

Deposit and application fee MUST be two separate checks, and/or a check and credit card information.

Please circle: Visa Mastercard

Card number: _____

Name on card: _____

Expiration Date: ____/____ Security Code/CVV: _____

Authorized Signature: _____

Please enclose your application and check (or credit card info) for full amount (payable to The City of Sugar Hill) to: City of Sugar Hill, 5039 West Broad Street, Sugar Hill, GA 30518-7915.

Questions? Contact Madison Navarro at 770-945-6716, email: mnavarro@cityofsugarhill.com
www.cityofsugarhill.com

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Vendor's Rules and Guidelines

1. A submitted application does not imply acceptance. All applicants will be notified as to the status of their application prior to arrival.
2. Should an applicant not be accepted, application fees will be promptly returned.
3. Only one vendor or business allowed per booth.
4. Any vendor who misrepresents the content or intent of their booth will be asked to leave the event area, with NO Refund.
5. Only food, products and prizes listed on your application that has been approved by the City of Sugar Hill will be allowed to be sold at the event.
6. Vendors must provide all their own props and equipment.
7. Trash containers, rest room facilities, and eating areas will be provided. Power will not be available.
8. All booth spaces will be indoors.
9. Booth set-up must be completed and ready to sell by 5:00pm. Estimated event end time is 8:30pm.
10. Vendors are responsible for clean-up of their areas at the conclusion of the event. A \$100.00 refundable deposit is required. 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. In case of inclement weather the City of Sugar Hill will inform vendors if the event will be rescheduled, unless otherwise stated.
12. Knives, firearms, fireworks, weapons, or other dangerous items MAY NOT be displayed or offered for sale.
13. Only products grown/made by vendor will be sold. No reselling from other markets is allowed. NO reselling of other vendor's goods is allowed.
14. Kitchens where baked goods are made should be inspected by county health department. This may be commercial or a shared kitchen. Please provide an address for shared kitchen as well as all licenses.

15. The City of Sugar Hill staff reserves the right to perform site inspections at any prior to the event.
16. Only registered vendors of The Holiday Celebration are permitted to sell.
17. The provision of tables and chairs is the responsibility of the vendor.
18. Each seller is required to keep booth and area clean and remove trash and objectionable items.
19. Demeanor and customer service is of high importance. All sellers at the market are encouraged to be friendly, courteous and honest with everyone. Complaints will be investigated by City of Sugar Hill staff, and may result in loss of privileges at Sugar Hill events. Smoking is only allowed in designated areas. All smoking materials should be properly discarded. No cigarette butts left on the ground. Profanity is not allowed.
20. All problems relating to the market must be discussed with the City of Sugar Hill staff.
21. If a vendor reserves space and cancels vendor space at market during the season without contacting the City of Sugar Hill staff within 2 business days prior, the vendor may lose their privileges with no refund. They will be asked to reapply to continue participation.

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