

The Holiday Market is for the display and sale of physical goods only, and inventory must be on hand at each booth space. Custom order taking is acceptable in addition to physical inventory. Examples of desired items are, but not limited to:

Goods such as jewelry, clothing, accessories, home décor, pottery/ceramics, hand crafted wood or metal items, ornaments and other holiday decorations, textiles, studio arts.

Business services, including subscription products such as cosmetics, supplements, and vitamins, travel services, gift certificates, personal coaching and training or consulting of any kind, are not permitted. ***Kitchens where baked goods or other food items are made must be previously inspected by the county health department. This may be a commercial or a shared kitchen. Please provide an address for the kitchen as well as all licenses. There are no exceptions to this rule.*** Activities whether paid or free are not permitted. ***Knives, firearms, fireworks, weapons, or other dangerous items MAY NOT be displayed or offered for sale.***

Please list products to be sold at your booth. If possible, include a photograph of representative items or of a typical display.

I hereby apply for a booth space for sale purposes in the Sugar Hill Area Women’s Club and City of Sugar Hill Holiday Celebration 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 the Sugar Hill Area Women’s Club.

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 approval decision by a review board upon receipt of completed application and fees.

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 security deposit is required. This can be made by check or by providing your credit card information to hold on file. The city reserves the right to hold the security deposit check or charge the on-file credit card in the event that a vendor violates the rules set forth.

Vendor Space:

- \$40.00 for a 10' x 10' space
- \$60 for a 10' x 20' space
- I need electrical access. (A limited number of booth spaces with electrical access are available. Vendor is responsible for bringing and using appropriate outdoor extension cords.)

Vendor fee will be waived for members of the Sugar Hill Area Women’s Club.

I am a member: YES NO

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

Would you like us to hold your credit card on file in lieu of a security deposit? **Yes**

Please circle: Visa MasterCard

Card number: _____

Name on card: _____

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

Authorized Signature: _____

Please make all checks payable to Sugar Hill Area Women’s Club and mail to SHAWC, The City of Sugar Hill, 5039 West Broad Street, Sugar Hill, GA 30518 along with your application.

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Questions? Contact Cynthia Fuguet Mare at SugarHillAreaWomensClub@gmail.com

Vendor's Rules and Guidelines

1. **Booth set-up begins at 2:30. No early access will be allowed. Setup must be completed by 5:00pm. Event starts at 5:30 and ends at 8:30pm.**
2. A submitted application does not imply acceptance. All applicants will be notified as to the status of their application by November 28th.
3. Should an applicant not be accepted, application fees will be promptly returned.
4. Only one vendor or business allowed per booth.
5. Any vendor who misrepresents the content or intent of their booth will be asked to leave the event area, with no refund.
6. Only products listed on your application that have been approved by the Sugar Hill Area Women's Club will be allowed to be sold at the event.
7. Vendors must provide all their own props and equipment, with the exception of one 6' table per booth which will be provided at time of setup. This table must be returned at end of event unmarked and in the same condition as when provided.
8. Trash containers, rest room facilities, and outside eating areas are available. A limited number of booth spaces with electrical access are available. Vendor is responsible for bringing and using appropriate outdoor extension cords. General power is not available.
9. All booth spaces will be outdoors in a lower parking deck. Cement floor and roof are part of the structure, and two sides are fully open. This is an open space without heat, but does have overhead lighting.
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 Sugar Hill Area Women's Club and/or 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. Kitchens where baked goods or other food items are made must be previously inspected by the county health department. This may be a commercial or a shared kitchen. Please provide an address for the shared kitchen as well as all licenses. There are no exceptions.

14. The City of Sugar Hill staff reserves the right to perform site inspections at any time prior to the event.
15. Only registered vendors of The Holiday Celebration are permitted to sell.
16. The provision of additional tables and all chairs is the responsibility of the vendor.
17. Each seller is required to keep booth and area clean and remove trash and objectionable items.
18. 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 and Sugar Hill Area Women's Club events. Smoking is only allowed in designated areas.
19. All problems relating to the market must be discussed with the City of Sugar Hill staff or Sugar Hill Area Women's Club representatives.
20. If a vendor reserves space and cancels without contacting the Sugar Hill Area Women's Club within two business days prior to the event, the vendor may lose their security deposit.

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