



# Sugar Rush Festival

## Downtown Sugar Hill

Saturday, October 21, 2017

11:00am-7:00pm

### Vendor Application

**Due: September 22, 2017**

Name of Business/Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Best Contact Number: \_\_\_\_\_ Event Day Contact: \_\_\_\_\_

Can we text you at this number day of event?  Yes  No

Email Address: \_\_\_\_\_ Web Address: \_\_\_\_\_

Please list **all products** to be sold at your booth: \_\_\_\_\_

Which of the following are you?  
Please check one:

- Business-** Brick and Mortar or Multi-Level Marketing
- Artist-** Handmade goods, crafts, and fine arts
- Non-profit organization-** Please provide your tax ID number: \_\_\_\_\_

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 Madison Navarro at 770-945-6716, email: [mnavarro@cityofsugarhill.com](mailto:mnavarro@cityofsugarhill.com)

- **Payment**
  - Business- \$100.00
  - Artist- \$75.00
  - Non-profit organization- \$75.00
- **A separate security deposit of \$250** is required for every vendor. This deposit is refundable as long as all rules and guidelines are followed. Should you cancel after October 1, 2017 the security deposit will NOT be refunded.
- The security deposit can be paid via check or credit card. Please make all checks payable to The City of Sugar Hill and mail to 5039 West Broad St. Sugar Hill, GA 30518 along with your application.
- Would you rather have us hold your credit card number for the \$250 security deposit: Check:  Yes

Card Type: \_\_\_\_\_ Credit Card No: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

CVV: \_\_\_\_\_ Cardholder Name (Printed): \_\_\_\_\_ Signature: \_\_\_\_\_

If card declines a \$15 service fee will be added to your charge and an invoice will be mailed to the address above.

#### For Staff Use Only Please

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



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### Vendor Rules and Guidelines

1. A submitted application does not imply acceptance. All applicants will be notified as to the status of their application by September 29, 2017.
2. A refundable \$250.00 security deposit will be required to secure a vendor space. **Should an accepted applicant cancel after October 1, 2017 the \$250.00 security deposit will NOT be refunded.**
3. Vendors must provide all of their own props and equipment. This includes, but is not limited to, tents, weights and tie-downs for securing tents. **Tents cannot be staked into the ground.** Trash containers, rest room facilities, and eating areas will be provided.
4. Power will NOT be provided. Vendors must provide their own generators.
5. **Booth and vendor set-up must be completed and ready to sell by 10:30am. Estimated event end time is 7:00pm.**
6. All booth and vendor spaces will be outdoors. City of Sugar Hill sponsored events are rain or shine. In the case of dangerous inclement weather city staff will inform vendors if the event will be rescheduled.
7. Should an applicant not be accepted, any application fees or security deposits will be promptly returned.
8. Any vendor who misrepresents the content or intent of their booth will be asked to leave the event area, with NO refund.
9. Only items approved by the City of Sugar Hill will be allowed to be sold at the event. You will be notified if any of your for sale items are not approved.
10. Only one vendor allowed per space.
11. Vendors are responsible for clean-up of their areas at the conclusion of the event. 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.
12. Knives, firearms, fireworks, weapons, or other dangerous items MAY NOT be displayed or offered for sale.

**\* \* \* Application fees are non-refundable for any reason; including weather \* \***