

HERITAGE
SANDY SPRINGS

FESTIVAL

33RD ANNUAL SANDY SPRINGS FESTIVAL
SATURDAY, SEPTEMBER 22, 9:00 AM – 6:00 PM
SUNDAY, SEPTEMBER 23, 10:00 AM – 5:00 PM

CULTURAL CORNER VENDOR GUIDELINES

LOCATION:

HERITAGE GREEN
6075 SANDY SPRINGS CIRCLE • SANDY SPRINGS, GA 30328

INFORMATION:

404-851-1327
FESTIVAL@HERITAGESANDYSPRINGS.ORG
WWW.SANDYSPRINGSFESTIVAL.COM

ALL FUNDS RAISED BENEFIT HERITAGE SANDY SPRINGS, A 501(C)(3) DEDICATED TO PROMOTING THE HISTORIC & CULTURAL IDENTITY OF SANDY SPRINGS

33RD ANNUAL SANDY SPRINGS FESTIVAL SEPTEMBER 22 – 23, 2018

The Sandy Springs Festival is an annual event held in September. Now in its 33rd year, the event has grown from a small, picnic-style gathering to over 20,000 attendees and the largest annual event in Sandy Springs. This celebration of community and tradition is located in the center of the Sandy Springs business district on and around Heritage Green, as well as the NEW City Springs property.

RULES & REGULATIONS

1. The Festival is a rain or shine event and will be held on September 22 – 23, 2018. No-shows will not be invited to future Festivals. No refunds will be made.
2. At least two weeks prior to the festival, vendors will receive an email including site confirmation and detailed set-up information.
3. Sandy Springs Festival reserves the right to cancel any vendor's contract. The Festival may require the vendor to leave the Festival at any time the vendor is in violation of any rules and regulations stated in the application. No refunds will be made in these instances.
4. Booths must stay staffed **during the entire duration** of the Festival's operating hours.
5. Cancellation Policy: 50% of your booth fee will be refunded if you cancel prior to September 7, 2018. Cancellations after this date will not receive a refund. **Application fees are non-refundable.**
6. After unloading, vehicles will NOT be permitted to remain in the exhibition space during the Festival and must be out of the area one-half hour before the Festival opens. Vehicles may not enter the Festival grounds until at least one-half hour after the Festival closes.
7. Vendor shall be responsible for obtaining any required licenses, permits or approvals under state laws applicable to their activity at the 2018 Festival and for paying any taxes, sales taxes, fees or other charges that may become due to any Vendor's activity at the Festival.
8. Vendors must remain within their booth and refrain from distributing literature or other materials from beyond their assigned space.
9. Due to fire lane requirements, we are required to maintain some open spaces for both foot traffic and emergency vehicle access. As such, you must keep your equipment in your booth space or immediately behind the booth, without impeding access.
10. Neither Heritage Sandy Springs nor its agents or representatives will be responsible for any injury or damage or loss that may occur to the Vendor, the Vendor's agents or representatives or their property from any cause whatsoever. Vendors should obtain, at their own expense, insurance against any loss, damage or injury they may require.
11. The Festival endeavors to have a broad representation of offerings, and reserves the right to limit the number of vendors per category.
12. Please remember - there is **NO SMOKING** anywhere on Festival grounds.

FOR BUSINESSES & CIVIC GROUPS

1. The Festival provides the ground space and 2 chairs. You must specify in advance if you need a table. Each Vendor must provide and prepare their own displays. Set-up will be in the street on pavement, and staking is not allowed. If using your own tent, you **MUST bring weights** to secure the tent.
2. All merchandise **must be approved** by the Committee Chairs.
3. We encourage you to have an interactive booth with games, giveaways and activities. While raffles and verbal solicitation for donations are NOT allowed, you may place a sign within the booth for donations.

FOR ARTISTS

1. All work must be the original creation of the submitting artist. No commercial "kit" products, factory-made items, imported items, or found objects will be accepted. If you fall into one of these categories, you may instead apply to participate as a **business vendor**.
2. The artist must supply his/her own tables, seating, lights and fans, display material, and extension cord if paying for power. Booth set-up will be on pavement, and staking is not allowed. If using your own tent, you **MUST bring weights** to secure the tent.
3. Booths may be shared by up to 2 artists. Each artist must submit a separate application and the artwork must be complementary. There is a \$25 booth-sharing fee per each additional artist.

FOR FOOD & BEVERAGE VENDORS

1. Vendors must provide and prepare their tented area to **meet health requirements** of Fulton County (www.fultoncountyga.gov/county/health).
2. Set up will be on **pavement or cobblestone**. You may be asked to provide **roofing tarp** to prevent staining and damage.
3. We must have required permits and insurance info within 2 weeks of your acceptance as a Festival Vendor, and no later than 9/1/18.
4. **SOFT DRINKS & WATER ARE NOT TO BE SOLD** at the Festival by food/beverage vendors. Vendors may sell lemonade, juice drinks, coffee, tea, etc. Please include these items on your menu provided with the online application.
5. You may only sell food and beverages that are **listed and approved on your menu** provided with the online application.

The Sandy Springs Festival is presented by:

HERITAGE SANDY SPRINGS
6110 Bluestone Road
Sandy Springs, GA 30328
404-851-1327

Festival Director:
Anne Gallrein (festival@heritagesandysprings.org)

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