Mistletoe Market

Dear Vendor,

Eatonton Main Street will be hosting a Mistletoe Market on Saturday, November 13, 2021 from 10:00am until 3:00pm, and you're invited to participate! We are accepting vendors from all locations regardless of residency. **This event will take place on the Courthouse Square in Downtown Eatonton.**

Types of Vendors accepted:

- Arts & Crafts
- Direct Sales
- Pre-Packages Foods (i.e. honey, baked goods, jams/jellies, etc.)
- Small business information booths

- **Vendor Fees: $25 per space per event**
  Includes one 10'x10' space. Space does not include electricity.
- **Average Attendance: 300-450 people per event**
- **Acceptable Forms of Payment:** Cash, Company Check, Cashier's Check or Money Order made payable to "Eatonton Main Street." No refunds will be given due to unforeseen circumstances. The event will be held rain or shine. A $30 charge will apply to any returned check.
- **Vendor space is limited.** Apply early for the best opportunity to be considered. Acceptance is at the discretion of Eatonton Main Street. Vendors accepted to participate will be notified.

The application and vendor fee must be turned in by the deadline of November 6, 2021.

PLEASE NOTE: Due to COVID-19, there is a possibility that these events could be canceled or altered.

Contact:
Lauren Singleton—director@downtowneatonton.com or 706-749-9150

You may phone the contact listed above for more information. A representative will call or email you with a confirmation when your application has been accepted. Please return your application early for the best opportunities. We look forward to your participation!

Vendor Regulations

1. Vendors, who are not selling items, must offer a children's activity as part of their booth. This activity can range from an arts & crafts activity to a game of some kind.
2. Vendors must submit at least one photo of their booth set up.
3. Vendors must submit at least one photo of any items to be sold during the event.
4. Vendor set-up begins at 8:00am and no earlier. All vendors must be set-up by 10:00am. If a vendor arrives after 10:00am, that vendor will not be allowed to participate in the event.
5. Spaces are assigned on a first-come, first-served basis. We reserve the right to limit the number and types of vendors. If you require special accommodations due to a disability, please contact one of the event representatives.
6. After unloading for set-up, all vehicles must be moved to the vendor parking area before setting up any tables, tents, chairs, etc. There is no RV parking or overnight parking allowed.
7. Vendors are responsible for their own booth set-up and clean-up.
8. **All vendors and their employees may wear masks as well as remain socially distant and sanitize their areas much as possible.**
9. The vendor fee does not include the cost of tents, tables, chairs, electricity, etc. **Vendors must provide their own tents, tables, chairs, electricity, etc.** Spaces are 10'x10'.
10. **Electricity will not be provided.** Vendors will need to provide their own generator if electricity is needed. Vendors must also provide their own extension cords and power strips.
11. All tie-downs must be self-contained.
12. NO STAKES can be driven into the grass/streets/sidewalks. The City of Eatonton will impose a fine if stakes are driven into grass/streets/sidewalks. Weights must be used to anchor your tents.
13. Police, Fire, and EMT support will be provided; however, event organizers are not responsible for any stolen, damaged or missing items.
14. No refunds will be given once your payment has been accepted. Assigned booth spaces are final. You must register with event staff the day of the event. After you have completed registration, you may proceed to your assigned booth space.
15. Vendors are responsible to collect and properly bag trash within your sales location.
16. Booths must remain set up until the event is over. Vendors are responsible for providing or arranging for all necessary labor in unpacking, erecting, dismantling and re-packing displays. Event staff is not available to assist with set-up or breakdown. You shall only store or display materials on appropriate surfaces of your booth and not in pedestrian aisles or on sidewalks.
17. The event will occur regardless of the weather. Be prepared for any kind of weather—sun, heat, wind, rain or cold. **The event will take place rain or shine.**
18. No refunds will be given for any cancellation whether caused by the vendor or Eatonton Main Street or event organizers.
19. All of your items are subject to approval by Eatonton Main Street for quality and appropriateness for a family event, and you will not display or sell items prohibited by Eatonton Main Street.
20. **Food (like jam, honey, bread, etc.) will be allowed as long as it is prepackaged. No sampling will be allowed.**
21. The following is a list of items that CANNOT BE SOLD at the event:

    Absolutely no fireworks or Snap-pops or similar items.

    No items that could be destructive to participants, vendors, and/or merchandise.

    For safety reasons, guns or any other weapons cannot be displayed or sold.

Social Distancing Guidelines

Due to the coronavirus pandemic, the following Social Distancing Guidelines are currently in effect at the Mistletoe Market:

1. Customers and vendors are asked to maintain at least six feet of separation.
2. The use of face masks is encouraged for both customers and vendors.
3. No food samples, please.
4. Customers are asked to point to items rather than touching.
5. Vendors should set up their displays to discourage handling.
6. Bring and use hand sanitizer.
7. Vendors are encouraged to accept payment via cards, to decrease the handling of cash.
8. Vendors must limit the number of guests in their booth at one time to two guests.

Modifications to these guidelines will be announced as the pandemic situation improves. We appreciate your cooperation!

Vendor Acknowledgment

I, _____, acknowledge the Social Distancing Guidelines for the Eatonton Night Market and will adhere to the guidelines in order to keep me safe, the guests safe and the community safe from the coronavirus.

I understand that the event may be canceled due to the increase in the spread of the coronavirus.

Vendor Signature: _____

Date: _____

Please attach this signed document to your vendor registration application. Eatonton Main Street must have this signed document on file before you will be allowed to set up your booth at the events.

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Vendor Application

Please fill out and return this application to Eatonton Main Street.

Name: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

Email Address: _____

Vehicle Tag # (required by Eatonton PD): _____

Will you be bringing a tent? _____ Yes _____ No

Describe your set-up. Please attach a photo of your set-up and photos of items you plan to sell. Please attach additional paper if necessary.

_____

_____

_____

_____

_____

_____ **Medical Waiver:** Eatonton Main Street and the County of Putnam have my permission to have medical personnel treat me, if needed in an emergency situation during my participation in this event.

Agreement: I have read and agree to observe the event Rules and Regulations as stated in this application. Vendor shall indemnify and save harm-less the Eatonton Main Street, its officers, agents, servants and employees, from and against any and all claims, demands, actions, suits and any type of proceeding by others, and against all liability to others, arising from any and all allegations of negligence or willful misconduct of Vendor, its officers, agents, servants, employees and subcontractors, related in any way to the performance of the Agreement, including, but not limited to, any liability for damages by reason of or arising out of any failure of Vendor to secure proper licenses, bonds, insurance coverage for Vendor and Eatonton Main Street or the like, and against any loss, cost, expense, and damages resulting there from. Vendor expressly agrees that this duty of indemnification includes providing a complete defense to Eatonton Main Street and paying Eatonton Main Street's reasonable attorney's fees and expenses. Nothing contained herein shall be deemed to constitute a waiver by Eatonton Main Street of its governmental immunity.

As a legal representative of the above entity, I agree to pay the appropriate fee to Eatonton Main Street .

Printed Name: _____

Signature _____

Date_____

Thank you for becoming a vendor.

Mail or email this Agreement to:
Eatonton Main Street
PO Box 4384, Eatonton, GA 31024
Email: director@downtowneatonton.com

FOR OFFICE USE ONLY

Date Received: _____

Date Fee Received: _____

Cash: _____ ***Check/Money Order:*** _____

Approved: _____ ***Denied:*** _____