



Main Street Newnan Market Days Vendor Application & Information

**April- December 2009/ First Saturday of Each Month
10 AM- 2PM**

GENERAL INFORMATION

The Main Street Market Day Committee is currently accepting applications for the 2009 Market Day season. Included in this packet, you will find two applications: an annual vendor application and a monthly vendor application. Please fill out the appropriate application. If you have been a previous Market Day vendor, you are *not* guaranteed to have the same location and are *not* guaranteed to be accepted for 2009. **All vendors must re-apply yearly.**

Main Street membership requirements have changed. You are not eligible for membership unless you have leased a commercial location in the city of Newnan. You may, however, participate in Market Day if you do not have a commercial business. Main Street membership and Market Day are two separate categories.

VENDOR OPTIONS

Option A: Annual Vendor

- As an annual vendor, you will need to submit the Market Day application once. It will be on file the entire year. Please notify Ashley Chalker of any changes in your contact information.
- The application deadline for Annual Vendors is March 13, 2009, by 5:00 pm.
- You will be notified of your acceptance no later than March 20, 2009.
- An annual vendor pays \$275 for the entire year.
 - The first \$137.50 payment is due with your 2009 Market Day application.
 - The second \$137.50 payment is due July 1, 2009.
 - You can pay the entire \$275 upfront with your application if you so choose.
- In addition to your first application, please send at least 3 photos representing the items you will be selling. Produce, plants and baked goods are excluded from this rule. If you would like the photos returned to you, please include a stamped, self-addressed envelope.
- Photos are only required with your *first* application; however, you must send in photos for *new* products you wish to sell each month. **Immediate termination will result if caught selling items that have not been approved.**

- Annual vendors will be given the same general booth space for the entire year upon acceptance. **Please note spaces may shift due to the number of participants.**
- If you miss two consecutive Market Days without at least a 7-day notification to Main Street, your vendor location will be considered open to new monthly vendors. **You must notify the Market Day Committee by the 15th of each month of your attendance.**
- If you are not chosen as an annual vendor, you will be notified and the check will be voided or returned to you.
- Market Day will be advertised in the Newnan Times-Herald, on Access Coweta, Lifestyles Magazine, Newnan Coweta Magazine and other publications throughout the year.

Option B: Monthly Vendor

- You must submit an application to the Market Day Committee each month you wish to enter. Each application and payment is due the 15th of the month prior to the event. **Those who register after the 15th will *not* be accepted. Spaces are on a first come first serve basis. Even if you have your payment in by the 15th, you are *not* guaranteed a space.**
- In addition to your first application, please include at least 3 photos representing the items you will be selling. Produce, plants and baked goods are excluded from this rule. If you would like the photos returned to you, please include a stamped, self-addressed envelope.
- Photos are only required with your *first* application; however, you must send in photos for *new* products you wish to sell each month. **Immediate termination will result if caught selling items that have not been approved.**
- You will be assigned a vendor space each month. You are not guaranteed the same location each month.
- As a monthly vendor, you are required to notify the Market Day Committee if you will be attending each month.
- **You may pre-register for the months of your choice, but you must pay in advance no later than March 13. For example, if you would like to reserve a space for December 2009, you must pay the \$35 entry fee by March 13.**

VENDOR REQUIREMENTS

All items sold at Market Day **must be** personally handmade, homemade and/or homegrown by the *applicant*. On your application, include every item you will be selling; i.e. beaded jewelry, honey, wooden benches, and baby blankets. **No kits, flea market items or items made with commercially purchased molds will be accepted. No typical county crafts or printed T-shirts will be accepted. The Main Street Committee reserves the right to make exceptions.**

You will be asked to remove anything from your booth that is not on your application or that has not been juried by the Market Day Committee. **Items sold in Downtown Newnan shops *cannot* be sold at Market Day as well.**

Items may be rejected if there is an unusually high number of applicants that have been accepted for a particular item or medium. For example, the committee reserves the right to reject a jewelry vendor if there are already 6 jewelry vendors who have been accepted.

Upon acceptance, you are assigned a 10 x 10 booth location around the Courthouse Square. You may begin setting up Saturday at 8 am. You must be set up no later than 9:30 am. Your booth location will be chalked on the sidewalk with your booth number and last name. Please provide your own tables, chairs, canopy, etc.

Power will no longer be available unless it is used to manufacture your product on site. It must be approved in advance.

BLOCK CAPTAINS/CHECK-IN

Each month, you will need to check in with your specified Block Captain. These are annual vendors that will help you with check-in, locating your booth space and information throughout the event. The Block Captains are also responsible for making sure all vendor vehicles are removed from the Square and side streets. Upon arriving to the event, park your car as near to your booth as you'd like and check-in with your Block Captain. After check-in,

you're free to unload your car; move your car to the designated parking lots and then return to set up your booth. You will be notified of your assigned Block Captains upon your acceptance. **Please be aware that the booth captains do *not* work for Main Street Newnan. Any complaints need to be directed to our office, *not* the block captains.**

PARKING

Upon acceptance, you will receive a Vendor Welcome Packet either by mail or email. This will include Block Captain check-in instructions, vendor locations, maps and parking locations. There are specific parking lots available to vendors; **any vendor found parking outside of the assigned lot will be banned from Market Day.** *If you are bringing a trailer, please unload the trailer in front of your booth location and park it with your car in the assigned parking lot. Please bring small orange caution cones to place behind your trailer for visibility during loading and unloading. **No exceptions will be made for handicapped participants. Downtown Newnan is handicapped accessible. If you need help please plan accordingly.**

RESTROOMS

Port-a-johns are available near the Carnegie Library on the South Court side. Please do not use the downtown merchants' restrooms.

ENTRY FEES

The Market Day Entry Fee is required *before* the event takes place and must accompany your application for you to be considered. Main Street must receive your application with a check or money order (no cash, please) for the fee on or before the 15th of the month prior to the event. No money will be accepted the day of the event. The entry fee is non-refundable except if the event is cancelled due to severe weather. Market Day is a rain or shine event. **The event will be cancelled and credits will be issued *only* if there is a warning of dangerous conditions issued by the National Weather Service the day of the show.**

Entry Fees for Monthly Vendors: \$35.00 per month DUE THE 15TH OF EACH MONTH
\$25.00 per non-profit entry

CONTACT INFORMATION

Return application and entry fee to:

Main Street Newnan
c/o Ashley Chalker
6 First Avenue
Newnan, GA 30263

Fax: 770-253-8753

Email: achalker@cityofnewnan.org

For Application questions or general information, please contact:

Ashley Chalker, Main Street Coordinator

achalker@cityofnewnan.org

Office: 770-253-8283



OPTION A: ANNUAL VENDOR APPLICATION

Name of Vendor/Organization:

Contact Person:

Contact Address:

Contact Email:

Contact Phone Number: Day

Night

Categorically list each of the items you will be selling this year:

By filling out this application, I state that I have read the rules and regulations and I shall abide by all guidelines. I am applying to be an annual vendor and promise to adhere to the bi-annual payments. I understand that the City of Newnan is not responsible for any damages that may occur during Market Day.

X _____

***Don't forget to include your Annual Entry Fee!**

Have Questions? Please contact Ashley Chalker at Main Street 770-253-8283 or go to

www.mainstreetnewnan.com



OPTION B: MONTHLY VENDOR APPLICATION

Month you are applying for:

Name of Vendor/Organization:

Contact Person:

Contact Address:

Contact Email:

Contact Phone Number: Day

Night

Categorically list each of the items you will be selling this month:

By filling out this application, I state that I have read the rules and regulations and I shall abide by all guidelines. I am applying to be a monthly vendor and promise to adhere to the monthly payments. I understand that the City of Newnan is not responsible for any damages that may occur during Market Day.

X _____

***Don't forget to include your Monthly Entry Fee!**

Have Questions? Please contact Ashley Chalker at Main Street 770-253-8283 or go to

www.mainstreetnewnan.com