



Hello Vendors!

Welcome to the 2012 season of Main Street Newnan's Market Days! We are excited to start a new year of bringing people downtown to see what we have to offer. We have made some changes to our Main Street Newnan Market Days Application and Guidelines so ***please read through them carefully***. We would like this season to go as smoothly as possible and your signature on the application indicates your understanding of the new application and guidelines.

Over the years this market has grown and become a staple in our community. Many people look forward to the first Saturday every month to come downtown and enjoy all the great crafts, produce and food items that we sell. In order for us to continue a market that people want to visit it will take us all partnering to ensure that we create an environment that is inviting for all. For us to accomplish this we all need to work together in a professional and respectful manner.

In an effort to make things as easy as possible, we have added some links we hope will assist you in determining what information we might need from you. Please feel free to contact us if you have any questions. We are looking forward to a great year!

Thanks,

Carol Duffey
Special Events Coordinator
cduffy@cityofnewnan.org
770-253-8283

JoAnn Gentry
Main Street Manager
jgentry@cityofnewnan.org
770-253-8283

Main Street Newnan Market Days Vendor Application & Information

**April- December 2012/ First Saturday of Each Month
10 AM- 2PM**

GENERAL INFORMATION

The Main Street Market Day Committee is currently accepting applications for the 2012 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, we will do our best to give you the same location but please know this is not guaranteed.

All vendors must re-apply yearly.

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 JoAnn Gentry of any changes in your contact information.
- The application deadline for Annual Vendors is February 24, 2012, by 5:00 pm.
- You will be notified of your acceptance no later than March 9, 2012.
- An annual vendor pays \$275 for the entire year. Payment in full is due with your 2012 Market Day application. **Fees are due IN FULL to be considered an annual vendor.**
- 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 required with your *first* application. You must send in photos for *new* products you wish to sell each month.
- 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.** The market manager may require a vendor to move from one space to another at any time for any reason.
- 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 print, media and television throughout the year.

Option B: Monthly Vendor

- You must submit an application to the Market Day Committee each month you wish to enter. Applications are not considered complete without payment. Each complete application is due the 5th of the month prior to the event. **Spaces are on a first come, first serve basis.**
- 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.
- As a monthly vendor, you will be rotated out with others on the waiting list. Please do not write a check for more than one month.

VENDOR REQUIREMENTS

What May Be Sold:

All items sold at Market Day **must be** personally handmade, homemade and/or homegrown, or have value added by the seller (i.e. Arts & Crafts). Produce sold must be grown by the seller on the seller's land. The market reserves the right to ask to see your farm and where your produce is grown. Products not allowed include those made from kit assembly and direct resale of commercially available products. On your application, include every item you will be selling; (i.e. beaded jewelry, honey, wooden benches, baby blanket). **No printed T-shirts will be accepted.**

If you sell eggs, meat, value-added, prepared foods, etc., you must submit a copy of all current inspection forms, certifications, business licenses and any other document that may be required. For specifics, please refer to the following resources and documents available on our website:

Online Resources

Georgia Department of Agriculture – www.agr.georgia.gov

UGA Center for Agribusiness and Economic Development – www.Efsonline.uga.edu

Documents available on our website

- Live Plant License Application
- Guidelines for Food Products Sold
- GA Food Safety Laws
- Guidelines for Food Processing Safety

Please know we reserve the right to ask you to remove anything from your booth that is not on your application or that has not been juried by the Market Day Committee. If unapproved items continue to be sold in subsequent weeks the vendor will no longer be asked to sell at the market.

Items may be rejected if there are 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 several jewelry vendors participating.

Upon acceptance, you are assigned a 10 x 10 booth location around the Courthouse Square. To optimize space and market flow, the market manager may rearrange spaces and vendors to best accommodate all involved. Your booth location will be chalked on the sidewalk with your booth number. Please provide your own tables, chairs, canopy, tent, etc. **All tents are required to have weights on all four legs of the tent.**

You may begin setting up Saturday at 8 am. You must be set up no later than 9:30 am. Vendors who arrive after 9:30 am will not be allowed to set up as this disrupts the timely opening of the market. Late set-up is only

permissible if special arrangements have been made with the market manager prior to market day. Vendors must have informed the market manager by 9pm the night before if they will not attend the market.

Vendors must keep their displays up until the end of the market even if you sell out. After two violations you will not be asked to return to the market. At the end of the day, all producers/sellers should work together to police and clean the general area.

Electricity is available for vendors manufacturing their product on site and for food vendors. A charge of \$15 per month for monthly vendors and \$10 per month for annual vendors will apply. Please make sure to note on your application that you will be needing electricity.

Booth Appearance

It is the responsibility of the individual vendors to maintain a clean and healthful condition within their assigned area and to leave the area free of debris. Vendors may not use public trash receptacles for disposal of boxes and/or trash. Vendors found leaving trash or debris on the square will not be asked back to the market. Products should be displayed in an attractive manner. Each vendor should have a clearly visible sign designating the name of their business.

Taxes

Main Street Newnan and the City of Newnan are not responsible for product liability or the paying of sales taxes for individual vendors.

PARKING

Upon arriving to the event, you may park your car close to your booth, unload and then we ask that you move your car to one of the designated parking lots. These designated parking lots are specifically for vendors and we would appreciate you using them. Also, please do not park on side streets or around the square. These spots are for market day shoppers and the downtown merchants' customers.

*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. Do not leave cones in parking spaces to save spaces for other vendors! **Downtown Newnan is handicapped accessible. If you need help please plan accordingly.** Vendors found parking on the side streets or around the square will not be asked back to the market.

RESTROOMS

Port-a-johns are available near the Carnegie Library on the South Court side. Please do not use the downtown merchants' restrooms. The Courthouse has restrooms available to vendors as well. The entrance is on the East Court side of the square.

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 5th 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 5TH OF EACH MONTH.
Vendors are notified by the 10th of each month as to their status.

CONTACT INFORMATION

Return application and entry fee to:

Main Street Newnan
Attn: Market Days
6 First Avenue
Newnan, GA 30263

Fax: 770-253-8753

Email: cduffey@cityofnewnan.org

For Application questions or general information, please contact:
Carol Duffey at 770-253-8283 or email cduffey@cityofnewnan.org

Hold Harmless Clause and Insurance

All authorized vendors participating in Main Street Market Days Market are independent operators and not partners or joint venturers, and shall be individually and severally liable for any loss, personal injury, deaths, and /or any other damages that may occur as a result of the vendor's negligence or that of its employees, agents, and associates. All vendors are required to sign the Hold Harmless Clause included in the Market application. All vendors agree to indemnify and save Main Street Market Days Market, Main Street Newnan, the City of Newnan, and Coweta County harmless from any loss, costs, damages, and other expenses including attorney's fees, suffered or incurred by Main Street Market Days Market by reason of vendor's negligence or intentional misconduct or that of its employees, agents, and associates; provided that the vendor shall not be liable for nor required to indemnify Main Street Market Days Market, Main Street Newnan, The City of Newnan, or Coweta County for the negligence of any of them or that of their servants, agents, employees or associates. Because no insurance is provided at Main Street Market Days Market concerning vendors, each vendor must carry his or her own personal and product liability insurance. Furthermore, vehicle liability insurance is required to cover any damage caused to persons or property by a vendor's vehicle. I acknowledge that I have read and understand this application.

I have read and understand the above rules and requirements.

Signed _____ Date _____

Please note: A complete application includes the application, signed rules & regulations, copies of any certifications required, any photos required and your payment.



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:

I will need electricity. (\$10 fee per month will apply) Yes No

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. 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 Carol Duffey 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:

I will need electricity. (\$15 fee per month will apply) Yes No

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 Carol Duffey at Main Street 770-253-8283 or go to

www.mainstreetnewnan.com