



Dear Vendor:

We are proud to invite you to the 56th Annual Mountain Laurel Festival! Thank you to all who participated in last year's Festival! It was a great day, the weather was nice and we had great attendance! I look forward to seeing you all again and meeting some new faces! Please don't hesitate to contact me if you have any questions!

#### Vendor Rules and Guidelines:

1. A submitted application does not imply acceptance. **You will be notified within two weeks if for any reason you are NOT accepted...**this is extremely rare. Should an applicant not be accepted, application fees will be promptly returned.
2. The majority of our vendors on The Square in Clarkesville are original/handmade art and craft items; to include but not limited to pottery, woodwork, jewelry, clothing and accessories, needlework, photography, painting, sketches, basket weaving, floral arrangements, wreaths, metal work, candles, glass work, pet items, leather goods and food products.  
  
We do have a section on the Square for commercial products or information. In the event that the Square fills with handmade vendors, commercial vendors may be located off the Square.
3. Retail vendors **MUST** provide pictures of products and booth setup. You may email pictures, provide a web address or mail pictures in with your application. Applications are accepted after the May 1st deadline until all spaces are filled.
4. Food vendors **MUST** provide a complete copy of your menu with your application. **NO APPLICATIONS FOR FOOD VENDORS WILL BE ACCEPTED AFTER THE MAY 1ST DEADLINE!**
5. **If you are selling any type of food, whether premade or mad at the festival, you MUST contact the Habersham County Health Department prior to the festival.** The paperwork to submit to the health department will be included in the vendor information packet.
6. Food vendors are chosen on a first come first serve basis, with the exception of our in town restaurants who are guaranteed a space. Our goal is to help you each be as profitable as possible; therefore we do not allow multiple vendors to sell the same food. Several weeks before the festival, you will be sent a list of items you are approved to sell based off the menu you provide and the order of which your application was received.
7. All vendor's selling any type of food **MUST** contact the Habersham County Health Department for approval. Contact information and an application will be provided to you.
8. The day's entertainment, children's festival and food court will be located around the gazebo and in the old courthouse parking lot.
9. Nonprofits are required to pay \$35.00 for their booth space.
10. All spaces are approximately 12' x 12' and will be marked and numbered. **If you require more than 12 ft., you must reserve multiple spaces.** For instance, if you have a 15ft. trailer, you will need to reserve 2 spaces. **We will not accommodate additional space needs on Festival day.**
11. You will receive your vendor packet after May 1st. This packet will include your booth # and a vendor's pass to use for loading and unloading. Only one pass will be issued per booth space.
12. Vendor setup is Saturday, May 19th from 7:00-9:00 am. **All vehicles must be removed from the Festival areas no later than 9:00 am.** Vendors may find parking in lots behind either side of the square, along Hwy. 197 N. or at designated parking lots for shuttle pickup.
13. **Vendors must remain open and shall not dismantle booths prior to 5:00 pm.** Early take down will NOT be allowed. After the Festival, all merchandise must be packed and booth completely disassembled before vehicles will be allowed into Festival area for loading and departure.
14. Vendors are responsible for clean-up of their areas at the conclusion of the Festival.
15. This is a rain or shine festival; **VENDOR FEES ARE NON-REFUNDABLE**

Please contact Julie Poole, Clarkesville City Hall at 706-754-4216 or email to [jpoole@clarkesvillega.com](mailto:jpoole@clarkesvillega.com) if you have any questions or concerns.

Sincerely,  
Julie Poole  
Mountain Laurel Festival Committee



# 56th Annual Mountain Laurel Festival

May 19, 2018

9:00 am – 5:00 pm  
Vendor Application

**Registration Deadline: May 1, 2018**

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

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

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

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

Phone #'s (Day): \_\_\_\_\_ (Evening): \_\_\_\_\_ (Cell): \_\_\_\_\_

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

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

General description of product: \_\_\_\_\_

All applicants must provide pictures of product(s) and booth set-up by mail or email to [jpoole@clarkesvillega.com](mailto:jpoole@clarkesvillega.com). If you provide a website, other photos are not required. All photos become the property of the City of Clarkesville.

**\*Food vendors MUST supply a copy of their full menu.**

I hereby apply for a booth space for sale purposes in the Mountain Laurel Festival. Having done so, I hereby agree to abide by all rules and regulations previously set forth in this application and all local, state and federal laws. I further understand that failure to abide by said rules will result in my being removed from the Mountain Laurel Festival and I will not be invited nor included in future Mountain Laurel Festivals.

I hereby agree to defend, indemnify and hold the Mountain Laurel Festival Association and the City of Clarkesville harmless from and against any claim, demand, suit, loss, cases of action, liabilities, obligations, costs, expenses and judgments (including without limitation, death and damages to property) that may result from my participation in the events subject to this Application.

Print Name: \_\_\_\_\_ Sign Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Vendor Fees:** Please check the appropriate space/services requested.

**IF APPLICATION IS POSTMARKED BEFORE MARCH 15, 2018**

12' x 12' Arts/Crafts/Retail Space: \$ 56.00 X number of spaces \_\_\_\_\_ = \$ \_\_\_\_\_

12' x 12' Food Vendor Space: \$ 75.00 X number of spaces \_\_\_\_\_ = \$ \_\_\_\_\_

**IF APPLICATION IS POSTMARKED AFTER MARCH 15, 2018**

12' x 12' Nonprofit Group Space: \$ 35.00 X Number of spaces \_\_\_\_\_ = \$ \_\_\_\_\_

501(c)(3) #: \_\_\_\_\_

12' x 12' Arts/Crafts/Retail Space: \$ 75.00 X number of spaces \_\_\_\_\_ = \$ \_\_\_\_\_

12' x 12' Food Vendor Space: \$ 100.00 X number of spaces \_\_\_\_\_ = \$ \_\_\_\_\_

Electricity: \$10.00 per Space: \$ 10.00 X number of spaces \_\_\_\_\_ = \$ \_\_\_\_\_

\*Electricity will be used for what purpose? \_\_\_\_\_

\*\*Is more than 110 volts or 10 amps needed? \_\_\_\_\_

TOTAL AMOUNT DUE = \$ \_\_\_\_\_

Make checks payable to:  
Mountain Laurel Festival  
PO Box 2014  
Clarkesville, GA 30523

For more information contact Julie Poole at 706-754-4216 or [jpoole@clarkesvillega.com](mailto:jpoole@clarkesvillega.com)

**For Festival Use Only Please**  
Date Received: \_\_\_\_\_ Amount paid: \$ \_\_\_\_\_ Check No: \_\_\_\_\_ Booth Assignment: # \_\_\_\_\_