

2019 Small Town Christmas in the Country Vendor Application

Event Dates & Times: Saturday Dec. 7: 9am-4pm & Sunday Dec. 8: 12-4pm

Set-Up Hours: Friday, Dec. 6: 1-6pm & Sat, Dec. 7: 7-9am

Location: Rolater Park, Cave Spring, GA **Address:** 13 Old Cedartown Rd. Cave Spring, GA 30124

To apply for a space: PRINT all information & mail (this page only), along with non-refundable vendor fee to: Susan Childers 4115 Fosters Mill Rd. SW Cave Spring, GA 30124 Checks made payable to: Cave Spring DDA. No debit/credit for vendor spaces. No phone calls please. **Deadline to receive application: November 15, 2019.** Applications received past deadline; add \$10. [Note: We strive to prevent duplication of identical items to keep competition low. If we decline your booth for any reason, your vendor fee will be returned to you.]

Vendor booth fees

* Booth spaces are 12' x 12' unless otherwise specified

* Fees are for full weekend (not per day). Vendors must bring all equipment needed (tent, tables, chairs, etc.)

Absolutely NO ELECTRIC HEATERS allowed in the park! Every attempt to place vendors in acceptable areas will be made, however in the event of saturated grounds/mud, etc, you should be prepared with wood chips, pine straw, etc. to cover your area; these will not be provided for you.

* Fees will not be adjusted if you only attend one day (please see Vendors' Note for details.)

Please circle your choice:

- Outside (no electricity provided) - \$40 (vendors are allowed to provide their own power via QUIET generators)
- Inside - upstairs only (stair access only - no elevator in the building). \$55 (electrical outlets are available upstairs on a first come basis)
- Food booth (Outside) - \$65 (This applies to any vendor preparing & selling food or beverages.)
(*See note below regarding trucks/trailers).

Vendor Name(s): _____

Company/Business Name (if applicable): _____

Products you make/sell (please list all): _____

Contact Information: Email: _____

Mailing Address: _____

Phone numbers: (cell) _____ Other: _____

* For food vendors: we need the dimensions of your food truck/trailer to ensure proper spacing.

I agree, as the vendor, not to hold the Cave Spring DDA or any of the hosts/staff/volunteers responsible for any injury, property damage, or theft of any kind, nor will I be a party to any legal action against any of the above named. I also agree to be responsible for the collection of Georgia Sales Tax.

Applicant/vendor signature: _____ Date: _____

Dear Vendors,

1. First & foremost, we want to THANK YOU for your participation! We believe STCITC is one of the best arts/crafts festivals around, and we couldn't say that if it weren't for our awesome vendors!
2. The cost to host STCITC has almost doubled recently. This includes, but is not limited to, renting the park/Hearn Academy/& utilities and the cost of advertising the event. To offset this dramatic increase, we have slightly increasing booth fees.
3. Please note that event times have changed slightly. Instead of 10-4 both days, we have extended Saturday to 9-4 and shortened Sunday to 12-4. We believe (and hope!) this will give shoppers more time on Saturday & allow church to dismiss before we open on Sunday. (See #5 regarding vendor shopping hour).
4. For the first time, we will have a vendor offering full breakfast menu (They will be open 7-11am Sat).
5. We will have a vendor-to-vendor shopping hour on Sunday. If you would like to shop from other vendors OR open your booth up for them to shop from you...please plan for 11am-12pm on Sunday. This will give everyone one hour to shop & sell. If you visit a booth that's open but the vendor is not there - maybe set your merchandise aside with your name on it? You could then go pick it up & pay later in the day or maybe that vendor could deliver to you. This is a work in progress ~ we're open to suggestions on how to improve it.
6. IF AT ALL POSSIBLE:
 - Set up during the times listed on the application. Coming earlier or later is an inconvenience to the hosts & volunteers; it also can impede shoppers on Saturday morning.
 - All vendor vehicles should be moved out of the shopping area NO LATER THAN 8:30 Sat & 11:30 Sun.
 - Have your booth set up & available for the entire time on both days. Do not start to take-down or close-up before closing time on Sunday (4pm).
 - Have business cards or some other method of contact available for shoppers to pick up & take with them. We cannot tell you how many times shoppers contact us after the event, trying to locate a specific vendor to purchase more items. Although we don't mind this, sometimes we are unable to locate the vendor they are describing.
 - If applicable, have samples available for customers. We have found this drastically increases sales.
 - Optional, but shoppers love this! Have a door prize that shoppers can register for & draw on Sunday afternoon. (We will advertise so that shoppers know to look for this.)
 - We will also advertise that some vendors will discount select items on Sunday afternoon (2-4pm). If you can, take advantage of this opportunity to clear out remaining merchandise.
 - Coordinate with neighbor vendors or friends/family to provide you breaks through the day. This will allow breaks from the weather, time to grab food, and go to the restroom.
 - Be prepared for wet weather! Every couple of years, it's terrible at least one of the days. Believe it or not - we still have people who come shop - AND BUY on those days! We will make every attempt to place vendors in good locations, but in the event you have saturated ground - it is your responsibility to provide ground cover if you wish (wood chips, hay, pine straw, etc.) CITC does not provide that for vendors.
7. Please help us advertise the event. Invite family, co-workers, neighbors, church family, etc...Post on Facebook, Tweet about it, & use Instagram as you prepare for the event. Remember to mention admission is free and there will be things for everyone in the family to enjoy.
8. We are open to suggestions & ideas to make STCITC even better. If you have any, please share with us via e-mail or FB.
9. We look forward to STCITC 2019! Thank you for your support & help.

Sincerely, Susan & Amanda ~ coordinators & hostesses of STCITC

* If you have unanswered questions, please contact us: Susan Childers (coordinator & booth space organizer): frednsu@hughes.net Amanda Smith (Susan's daughter & co-organizer): achilders@bellsouth.net OR message us on Facebook! Title of page: Smalltown Christmas in the Country

Mark your calendars! STCITC 2020 dates: Dec. 5th & 6th.