

Ottawa Farms

VENUE ADDRESS: 702 Bloomingdale Rd

MAILING ADDRESS: P.O. BOX 970

Bloomingdale, GA 31312

(912) 748 – 3035

ottawafarms@gmail.com

CRAFT VENDOR APPLICATION

FALL 2024 FESTIVAL

Saturday, October 19th, 2024: 9am – 5pm

Sunday, October 20th, 2024: 1pm – 5pm

Company Name: _____ Contact Name: _____

Cell Phone: _____ E-Mail: _____

Address: _____

Items to be sold during festival: _____

****ONLY ITEMS THAT ARE LISTED ABOVE AND APPROVED BY OTTAWA FARMS MAY BE SOLD AT FESTIVAL****

BOOTH SPACE = 12 x 12 # of spaces needed: _____

*****VENDORS CAN NOT PAY FOR MORE THAN 2 SPACES PER EVENT*****

_____ \$100.00 non-refundable fee for *both* days _____ \$75.00 non-refundable fee for *one day only*

_____ \$5.00 (per day) fee for Electricity Use

_____ \$35.00 clean up refundable fee, provided the area rented by the vendor is left clean.

Please circle which day(s) you are attending: (circle both if attending both days)

SATURDAY, OCTOBER 19th

SUNDAY, OCTOBER 20th

The undersigned releases and holds harmless Ottawa Farms, It's Owner, Staff, Employees, Volunteers and Others Participating in the event of any liability before, during and after said event and agrees to the festival rules as stated in this application.

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RULES FOR VENDORS OF FALL FESTIVAL 2024

All Vendors must follow all the rules of the event or they will not be invited back to future events/festivals.

1. All Vendors must leave their area as they found it. Please, do not leave trash, tents, etc. behind. If anything is left behind, a disposal fee of \$35.00 will not be returned.
2. Vendors are only allowed to sell what is approved to sell by Ottawa Farms and what is clearly listed on your application. If an item is to be added after the application has been submitted, you can send an e-mail to ottawafarms@gmail.com for additional approval.
3. All vendors are to be set up and all vehicles **MUST** be out of the festival area by 8:30 am on Saturday and by 12:30pm on Sunday.
4. Friday set up is allowed for all vendors. We do not provide security and will not be responsible for any loss, theft or damages of any kind.
5. **No** vendors are to park inside the festival area during the festival. Vehicles must be moved by 30minutes before start time. No Exceptions!
6. All vendors **MUST** stay OPEN until 5:00pm. Vendor set ups cannot be broken down until 5pm each day.
7. If a vendor arrives after a half an hour to start time, they will not be allowed to drive in the festival area. NO REFUNDS. NO EXCEPTIONS. PLAN AHEAD. **ALL Vendors must be set up and ready to start 30 minutes before the start of the festival.**
8. Applications and vendor fees are due no later than **SEPTEMBER 30, 2024.**
9. The festival is rain or shine. Only if weather is a threat (lightning) will the festival be shut down or cancelled. Refunds will not be given to vendors who do not show up.
10. All vendors that provide a product or service that requires a customer to be touched or have something ingested (food) must provide a copy of Liability Insurance and must be included with your application. *Please ask Anna McGill if you are not sure if you need a copy of insurance. 912-335-9071 (text preferred)*

ONLY HEAVY – DUTY EXTENSION CORDS CAN BE USED.

TRASH CANS WILL NOT BE PROVIDED BY OTTAWA FARMS. VENDORS ARE RESPONSIBLE TO BRING THEIR OWN TRASH CANS/BAGS AND ARE EXPECTED TO TAKE THE TRASH WHEN THE FESTIVAL IS OVER, OTTAWA FARMS WILL NOT DISPOSE OF VENDOR TRASH.

By signing this, I agree that I have read, understand, and will follow the rules stated above.

VENDOR'S SIGNATURE: _____

DATE: _____

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*****THIS FORM MUST BE INCLUDED WITH APPLICATION OR YOUR APPLICATION WILL BE CONSIDERED INCOMPLETE*****

Ottawa Farms Fall Festival opens on Saturday, October 19th at 9am and closes at 5:00pm. On Sunday the festival opens at 1:00pm and closes at 5:00pm. All vendors are required to keep their booth open until 5:00pm both days. ***Vendors are not allowed to bring their vehicles into the festival area PRIOR to 5:00pm.***

SET UP HOURS

Vendors are allowed to set up during the following times only:

Friday, October 18, 2024, from 2:00pm – 6:30pm

Saturday, October 19, 2024, from 6:00am – 8:30am

Sunday, October 20, 2024, from 6:00am – 12:30pm

Spaces are assigned on a first come, first serve basis. If you have a specific spot request, please plan to come on Friday and choose the space that works best for you.

Ottawa Farms will not be holding any spots for vendors and will not be responsible for any spot assignment.

Please return the completed application before **September 30, 2024**. You may e-mail a signed copy of your application along with a copy of your liability insurance to:

ottawafarms@gmail.com

Vendor Fees and Proof of Insurance MUST be received no later than September 30, 2024.

Make check or money order payable to Ottawa Farms and send to:

Ottawa Farms

P.O. BOX 970, Bloomingdale, GA 31302

If you have questions, please text: Anna McGill at 912-335-9071 (cell)

E-mail: ottawafarms@gmail.com

VENDOR'S SIGNATURE: _____ DATE: _____

The undersigned releases and holds harmless Ottawa Farms, It's Owner, Staff, Employees, Volunteers and Others Participating in the event of any liability before, during and after said event and agrees to the festival rules as stated in this application.