



## **MORE VENDOR SPACES AVAILABLE THIS YEAR.**

***Event layout will be more vendor and shopper friendly. We are listening to your feedback!***

***Friday Night Extravaganza is a ticketed event. Food, beverages, and entertainment.***

***Saturday Market - Open to the public. A donation is taken at the door.***

### **GUIDELINES / RULES & REGISTRATION / BOOTH INFORMATION**

***If you cannot participate Friday and Saturday, please do not apply.***

- Vendors must complete and sign a registration form. Payment in full is required with registration. **Mail both to PO BOX 1341, Jasper, GA 30143.**
- Deadline for Vendor registration is July 1, 2017 with a fee of \$55 per booth. If registering after July 1, the fee is \$65 per booth. *Those chosen to participate will be notified by August 1, 2017.*
- Electricity, tables, and/or chairs are an additional fee of \$5.00 each.
- Registration payment will be returned to those not selected to participate.
- We reserve the right to place limits on “same type” businesses in order to have a good balance of products and services represented. Vendors will not be allowed to set up their table on the day of the event if they have not accurately provided all of their information as far as set up, display, and payment in full has been received by the Holiday Market.
- Food will be available on Saturday for you to purchase – breakfast and lunch items.

### **BOOTH SET-UP AND DISMANTLE**

- **Booth set up will be on Friday, November 17, from NOON to 4:00 p.m.** All booths must be set up by 4:00 p.m. - NO EXCEPTIONS. We will clear the hall at 4:00 p.m. Vendors are encouraged to leave for dinner or a break.
- **You may return on Saturday at 8:00 a.m. to refresh your merchandise and booth.** All booths must be ready by 9:30 a.m. – NO EXCEPTIONS.
- There will be a quick vendor meeting at 5:15 on Friday and 9:30 a.m. on Saturday.
- Display space is approximately 8 x 6 or 8 x 8 feet wide. **ADDING VENDOR SPACES THIS YEAR.** *The layout will be more vendor and shopper friendly. We are listening to your feedback!*
- Limited electricity is available at an additional cost of \$5 on a first come first serve basis. The event location is wi-fi friendly and all participants may access at no additional charge.
- **Unload / Load** – Double doors are located at the back of the college. Vendors will unload and move their vehicles to the designated vendor parking.
- A representative of your business must be present at your booth at all times during the event operating hours.
- NO vendor can dismantle their booth before the close of the market.
- Complete dismantle and removal from the facility will be 1 HOUR after closing – 5:00 p.m. No exceptions will be made. This is a policy from the venue. Make arrangements for extra help if needed. Please take all trash to the trash area. The venue will take care of dismantling all the tables.
- Only vendors are permitted to distribute literature or display material at the event. NO EXCEPTIONS.
- There can be no open flames at Chattahoochee Technical College.

### **PUBLICITY AND MARKETING**

- You are your best advertiser. Share our Facebook, Twitter, Instagram and other social media post. We will be blasting photos, articles, and other marketing materials on social media, and in print media.
- The Holiday Market logo may be used by all vendors on print and electronic communications. We can provide you with a pdf or jpeg logo.

### **FRIDAY NIGHT EXTRAVANZA TICKETS**

- Vendors may purchase tickets to the Friday Night Extravaganza – these tickets will permit you to participate along with our attendees in the food, beverages and activities of the evening. PRE SALE tickets are available. You cannot purchase tickets the night of the event; thus, you will not be allowed to partake of the food, beverages or activities.

***Holiday Market is a non-profit event. All proceeds are donated back to local charitable organizations. For the past seven years, charities and other non-profits have benefitted from our donations.***