

# Geranium Festival Guidelines - May 18, 2019 9am to 5pm

## How to make application to the Geranium Festival

You have the option to complete the application online or print a copy and return it to us by mail. Visit our website at [www.geraniumfestival.com](http://www.geraniumfestival.com) to make application.

Do not send money at the time of application. You will receive an email when we receive your application. You will be notified when a decision is made regarding acceptance of your application and receive instructions along with payment options. Payment is due 30 days after acceptance.

Returning vendors from 2018 can make application starting November 1. Any returning vendor wishing to retain their previous space location must make application by December 31. If you want to change location of your space, you will not be notified until January of your new location. Your space from last year will be held for you until you are assigned to a new space.

New vendors can make application any time, but the application will not be processed until after February 1.

No application will be received on or after May 1. No refunds will be made after April 1. In the past, all spaces were assigned and the festival was full sometime in March.

## Fee Summary for the Geranium Festival

<u>Returning Vendors</u>		<u>New Vendors</u>	
November – January	\$90 per space	Thru January	\$110 per space
February - March	\$135 per space	February -March	\$135 per space
April	\$165 per space	April	\$165 per space
<u>Other Expenses (food and arts &amp; crafts)</u>		<u>Sponsors</u>	
\$20 Electricity (if available) no electricity is available in community business section		\$250 which includes one booth space and includes logo on website & publicity.	

## Applications to the Geranium Festival

Every application submitted is given careful consideration by the Geranium Festival Team. **All decisions on the acceptance/decline of applications are final!** Applications are considered based on quality, workmanship, and originality of the items to be sold. We limit the number of exhibitors in various festival categories based on space. All applicants are notified by e-mail of acceptance/denial. Those applicants who are accepted must send payment by the specified date to guarantee their designated space. NOTE: We do not discuss reasons for acceptance or non-acceptance! We encourage all applicants to make application as soon as possible. Every year, applicants are declined because space was not available. Early applications are also less expensive.

## **Geranium Festival Qualifications**

**Arts & Craft** – No Commercial, Resale, or Flea Market Items are allowed (No Exceptions!!) Items for sale must be crafted by the Exhibitor. The details on your application should provide how you make the items you plan to sell. All vendors must provide pictures showing you making the item and receipts of where you purchased supplies necessary to make the item. Absolutely no resale of items is permitted!

**Community Business** - Community Business Exhibitors may provide information about their service or organization. No selling of goods and no receiving of money in any way is permitted at the festival. Any Community Business Exhibitor receiving any money will be disqualified from future festivals. Community Business Exhibitors can give away water or other items free of charge. You may collect information from potential customers.

**Food** - All Food Vendors must adhere to all current health and safety practices. Food vendors may be required to receive a temporary health permit. All food vendors are subject to inspection by the Health Department. All must place a plastic covering under the cooking area to protect the surfaces underneath. All food vendors must have an appropriate way to dispose of waste.

### **Responsibilities of All Vendors**

Vendors will have a 10 ft. by 10 ft. booth space. Some vendors may pay for additional booth spaces. Vendors must have everything inside that space area. Vendors cannot stand outside the area to attract customers. Vendors cannot place items outside the booth space area.

Vendors cannot call out to visitors passing by to attract their attention. Our festival guests can stop at any booth space they wish without any form of intimidation.

Both of the above items will be strictly enforced! Anyone who fails to comply with the items listed above will not be invited back to future festivals!

The festival provides the booth space and the Vendor must provide their tent, table, supplies, and everything else they need. Tents should be “weighted down” due to wind or inclement weather. Stakes cannot be used to secure tents. You may bring a small, quiet generator if you need electricity.

No pushcarts are allowed in the festival area except in a designated booth space!! Carrying of signs in the festival area is strictly forbidden!

The Geranium Festival is a “rain” or “shine” event! There is no rain date and there are no refunds issued if the festival is cancelled or delayed due to inclement weather!

## **Arrival and Departure at the Geranium Festival**

**Arrival** - Most of our spaces are set up in the street. We have a schedule of when vendors can setup depending on the location of their booth space. This schedule is setup with street closures in mind. Please check with us regarding the time of setup in your area. After 12:01 a.m. on Saturday, all streets are closed in the festival area. All Vendors after this time must enter the festival at Hampton Street.

We strongly advise that all vehicles arrive **no later than 6:00 a.m.** on the festival day. No vehicles will be allowed into the festival area after 6:30 a.m. All vehicles must be out of the festival area by 7:30 a.m. All booths need to be ready by 9:00 a.m. (We strongly urge all vendors to be ready sooner due to early festival visitors).

Note: 4:00 a.m. – 6:00 a.m. is our busiest setup time. Earlier setup is always better! When you arrive, you will be greeted by a member of the Lions Club. They will show you where your booth space is located and give you your festival packet.

The following steps should be followed:

- Arrive at the festival – you will be shown your space.
- Unload your belongings at your booth space site.
- Go park your vehicle in a vendor parking area (parking pass is required)
- Come back and get your site ready for the festival.

**Departure** - All Vendors are expected to remain until the festival has ended at 5:00 p.m. At that time, take down your tent and pack up all your belongings so that they are ready to load. Then, you must receive a re-entry pass from one of our Lion Club Members. They will examine your site and make sure you are “ready to load” before giving you the pass. Once you have the pass, go get your vehicle from the vendor parking area, go to your site, load your belongings, and you will be on your way safely and as quickly as possible.

Note: Any vendor who takes more than 1 ½ hours to depart must be placed in an area away from city streets. Please make that note on your application form.

For more information, please email us at [info@geraniumfestival.com](mailto:info@geraniumfestival.com).

**Thank you for your interest in the 2019 Geranium Festival!**