

# "Arts and Crafts in the Woods"

a community festival at the Dog River Library

6100 Georgia Highway 5  
Saturday, November 5,  
10 a.m. - 4 p.m.



## VENDOR SOLICITATION

"Arts and Crafts in the Woods" is currently soliciting arts and crafts and community vendors for the festival that is in conjunction with the 5<sup>th</sup> anniversary of the Dog River Library.

Only 30 vendor booths are available, and will be a mix of arts and crafts, food, and community booths. Vendors do not have exclusivity of product.

\$25 per vendor

Please contact Wes Tallon at 770.920.7593 or [wtallon@co.douglas.ga.us](mailto:wtallon@co.douglas.ga.us) for more information. Presented by the Douglas County Department of Communications and Community Relations.

## VENDOR REGISTRATION FORM: "Arts and Crafts in the Woods"

Registration is for arts and crafts and community vendors.

Name of Vendor: \_\_\_\_\_

Person's Name: \_\_\_\_\_  
(if vendor is a business name)

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

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

Cell Phone No.: (\_\_\_\_) \_\_\_\_\_

E-mail Address: \_\_\_\_\_ @ \_\_\_\_\_

<i>Date</i>	<i>Cost</i>	<i>Number of Booths</i>	<i>Total Cost</i>
<b>November 5<sup>th</sup>: "Arts and Crafts in the Woods"</b>	<b>\$25 per booth</b>		<b>\$</b>

Vendors may purchase multiple booth spaces. Booth space is set up to accommodate a 10' x 10' tent plus a little elbow room. Vendors must provide their own tents, tables, banners, chairs, etc. This registration is for space only. Please describe what you will be selling/displaying in your booth: \_\_\_\_\_

**Breezeway Space:** There is limited space on the breezeway/sidewalk to the front door of the library under which vendors may set up without a tent (smaller space). This space is available on a first-come, first-served basis only, and is not available to political booths. If you want Breezeway Space instead of tent space, check this box:

I have read and agree to the Rules and Regulations for Vendors and Exhibitors. (please check box - box must be checked for application to be accepted)

### **Make your check payable to the Friends of the Dog River Library.**

*The Friends of the Dog River Library is a 501(c)(3) not-for-profit organization and your check may be tax deductible depending on your individual tax situation. Please consult your tax advisor.*

Please mail your check and this form to:  
Wes Tallon, Director of Communications  
Douglas County  
8700 Hospital Drive  
Douglasville, GA 30134.

On-line and credit card registration is not available for this event.

## **“Arts and Crafts in the Woods” Rules and Regulations for Vendors and Exhibitors**

Vendors may purchase single or multiple booths. Each booth space is approximately 12' x 12'. The exhibit area is in the asphalt parking lot, breezeway, and front yard of the Dog River Library, and each booth space is approximately 1½ parking spaces. The purchase is for the booth space itself - each vendor must bring their own tent, table, chairs, merchandise, signage, etc.

**All booth spaces will be marked off and numbered by the event staff. All spaces will be assigned by the event staff.** The event staff will strive to not place booths with similar products/services/information adjacent to one another, but that cannot be guaranteed. Vendors/exhibitors do not have exclusivity of product/service.

All vendors must completely contain all information, sales, displays, signs, banners, etc., within their designated space.

“Arts and Crafts in the Woods” is a community event that is open to the general Public. All booths must be appropriate for the general Public; no “adult-only” areas or information will be allowed. All vendors must comply with all state, county, and local laws. Drug paraphernalia or pro drug literature is not be allowed. Sexually explicit items, and items with violent content are not allowed. Gun sales are not allowed.

This is an arts and crafts fair held on the grounds of a library, so all booths should be of this genre (food, crafts, books, authors, etc.) No National brands or mail-order product booths will be accepted (Tupperware, Avon, Mary Kay, Scentsy, etc.) **Political candidate booths are accepted, but all campaigning is limited to the booth space itself.**

Vendors/Exhibitors may not change booth space/location without the expressed permission of the event staff.

**Set-up will begin at 8:30 a.m. - not earlier.** Vendors/Exhibitors will be allowed to drive their vehicle into the marketplace area and unload after 8:30 a.m., but must immediately move their vehicles. All vehicles must be out of the vendor area no later than 9:45 a.m.

The event opens to the Public at 10 a.m. and goes through 4 p.m. Vendors/Exhibitors may not break down/remove their exhibit until 4:00 p.m. without the expressed permission of the event staff, and such permission will not be given unless there is inclement weather or other overriding concerns. If early break down/removal is permitted, the exhibit must be removed by hand, i.e., no vehicles will be allowed to come into the marketplace area. All exhibits must be off the library property by 5 p.m.

“Arts and Crafts in the Woods” is a “rain-or-shine” event, and no refunds will be given due to inclement weather. If there is inclement weather, as much of the festival as possible will be moved indoors to the community room and lobby area of the library. Each vendor will then be limited to one table space inside the building.

All tents must be self-supporting and include weights to prevent the wind from toppling it. No spikes may be used in the asphalt to stabilize the tent. All vendors must have tents. No open space exhibits are allowed. Funeral home tents are specifically prohibited. (Easy weights are gallon milk jugs filled with water and tied to tent poles.)

Personal sound systems in booths are prohibited.

If a vendor or exhibitor violates these event Rules and Regulations, they will be immediately dismissed from the festival and no refund given for their booth fee.

The Douglas County Department of Communications and Community Relations is the event organizer and manager, and the Department staff's decisions are final.

Electrical power is not available to vendor booths. However, small generators are allowed. Please let us know if you plan on bringing a generator, as it will determine your booth placement.

The festival will be marketed and advertised extensively, but there is no guarantee of attendance or sales. “Arts and Crafts in the Woods” is an outdoor festival affected by many uncontrollable factors.

There will be approximately 30 arts and crafts and community vendors.