



## SWAMPFEST PROCEDURES

MARCH 31st & APRIL 1st, 2023

WAYCROSS, GEORGIA



The following procedures apply to all parties participating in Swampfest including but not limited to food vendors, arts and crafts, commercial and non-profit exhibitors. Collectively these are referred to as "Vendors".

**APPLICATION DEADLINE IS MARCH 10, 2023. No refunds allowed.**

### COMPLETE DESCRIPTION REQUIRED

All vendors are required to attach to the application a complete description of items to be sold (including menus for food vendors) the Swampfest Committee reserves the right to reject any application in its entirety or to prohibit the sale of any item. Any restrictions imposed by the Committee will be communicated to the applicant. Any item not clearly described in the application is subject to removal by the Committee during Swampfest. The committee may use any submitted material to promote Swampfest.

### Services Provided

Your application is for a lease of space only and if applicable access to electricity and water. **The vendor is required to provide all other materials including items such as outdoor extension cords, water hoses, booths, tables, and chairs.** You may require extension cords of 50'-100' please plan accordingly. This time of the year can be windy - tents should be properly weighed down. No refunds once your application has been accepted and approved.

### Electricity and Water

Spaces with electricity and water are limited and will be assigned on a first come, first serve basis and only to those paying the required fees. Your fee covers access to water and electricity (one standard volt electricity plugs with 6 amps). **Electrical is suitable for running lights. Additional power requirements are to be provided by vendor. Please do not plug cords into any business or organization located in the festival area.** You will be required to provide outdoor extension cords and water hoses. No additional services will be available during the event. If you will be supplying your own electrical power using a generator during the hours of the festival, please make sure that it is quiet and make note on your application.

### Set Up

**Display areas are assigned by the Committee and no changes are allowed.** Assigned locations will be available on our webpage [www.swampfest.com](http://www.swampfest.com) along with a location map.

**Set up time begins NO EARLIER than 2:00 PM on Friday, March 31st for TRAILERS ONLY. Tents and tables can begin set up at 3:00 PM until 5:00 PM.** Please enter the area from Tebeau Street. Staff will be available to direct you to your location. Proceed to that space and unload. No vehicles will be allowed to remain in the Swampfest area unless prior approval is obtained from the Committee. Park your vehicle in the parking lot behind First Baptist Church on Mary Street.

Vendors not set up by 5:00 PM will not be allowed to participate Friday night but can set up at 7:00 AM on Saturday but must be set up by 9:00 AM.

Your space is limited to the square footage you purchased, and this is calculated along the curb. **No displays can be set up in front of your area.** The center of the street must remain clear to provide access to emergency vehicles.

### Dismantling Booth

Vendors are encouraged to remain until the completion of the festival approximately at 10:30 PM on Saturday, April 1st, 2023 (or following the last performance of the last scheduled musical artist). Vendors will be permitted to leave prior to the completion of the festival, but for safety reasons vehicles will not be allowed in the Swampfest area UNTIL completion of the festival and authorized approval by the Swampfest Committee to do so. **If you choose to pull your vehicle into the festival area before, you will be fined the cost of your booth space.** Should you need assistance or questions at Swampfest regarding completion time/dismantling time, please report to the Swampfest office located at the corner of Pendleton and Elizabeth Street. At completion of the festival, all trash is to be properly disposed. Storm sewer drains are not appropriate for disposal of grease.

*In addition to the above procedures, the following additional procedures are applicable to the indicated vendors:*

### Food Vendors

**Swampfest reserves the right to sell ALL commercial soft drinks and bottled water.** Vendors may sell tea, lemonade, slushy, etc. Any beverages distributed at no charge must have a private label. The vendor must pass local health inspection regulations upon setup at site. Failure to pass the inspection or to meet any health or safety requirements will disqualify the vendor from selling any food items and forfeit their fee. Vendors will be required to pay the Ware County Health Department a \$50.00 fee for a temporary permit upon set up. Vendor agrees to the sell **ONLY** the items approved by Swampfest, Inc.

### Arts and Crafts Vendors

**NO GUNS, TOY GUNS, KNIVES, SNAP AND POPS, SMOKE BOMBS, STINK BOMBS, ETC. WILL BE SOLD AT SWAMPFEST. ANY VENDOR SEEN SELLING SUCH ITEMS WILL BE ASKED TO LEAVE THE FESTIVAL IMMEDIATELY AND FORFEIT THEIR FEE.**

### All Vendors

If you should need assistance at Swampfest, please report to the Swampfest office located at the corner of Pendleton and Elizabeth Street. All vendors are required to comply with all state and local laws. Swampfest Inc. will NOT require each vendor to obtain a business license for this event.

**FAILURE TO FOLLOW THESE PROCEDURES MAY RESULT IN IMMEDIATE REMOVAL FROM THE FESTIVAL AND A BAN FROM PARTICIPATING IN FUTURE FESTIVALS.**



Name: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Website: \_\_\_\_\_ Email: \_\_\_\_\_  
 Description of Items to be Sold: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Vendor Type:                     Food             Arts and Crafts             Nonprofit

	Rates	Amount Enclosed
Space Rental 10'x10' (Tents)	\$100.00	_____
Hitch (may require additional fee)	\$50.00	_____
Space Rental 10'x20'	\$200.00	_____
Limited Electrical Hookup (See Procedures)	\$20.00	_____
Water Hookup (Available to Food Vendors Only)	\$15.00	_____
Generator Used	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Credit/Debit Card Fee	\$10.00	_____
Total Enclosed (Money Order, Credit/Debit Card, or Check made payable to: Swampfest, Inc.)		_____

**How many years have you been attending Swampfest?** \_\_\_\_\_

Release: Vendor agrees to indemnify and Swampfest Inc., its employees and volunteers, harmless from any and all claims made against same, including, without limitation, all costs arising out of or on connection with: (i) any structure erected by exhibitor, (ii) any apparatus, equipment or personal property used by exhibitor, its agents, invitees, participants, representatives, employees, servants and agents, and (iii) any claims made on account or resulting from exhibitor's participation in the event.

Exhibitor has read and agrees to the procedures established by the Swampfest Committee, which are attached to this application. Failure to follow these policies may result the Committee requesting the vendor to leave. \*Failure of Vendor to disclose that their HITCH requires additional space will result in vendor being moved to a different location the day of the event. Swampfest reserves the right to sell ALL commercial soft drinks and bottled water. **Vendors are NOT ALLOWED to sell bottled water or any commercial drink products such as Coke, Pepsi, etc. NO REFUNDS!!!**

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICATION DEADLINE IS MARCH 10, 2023**

Return this form to:  
**Swampfest, Inc.**  
**PO Box 1282**  
**Waycross, GA 31502**