



Downtown Clarkesville Christmas will be held on the Clarkesville Square on December 2, 2023. We welcome the opportunity to showcase our wonderful local arts and crafts vendors.

Vendor Rules and Guidelines:

1. A submitted application does not imply acceptance. In order to help everyone be profitable, you may not be accepted if there are other vendors selling similar items. Should you not be accepted, you will be notified and application fees will be promptly returned.
2. Applications are accepted after the deadline until all spaces are filled.
3. The majority of our vendors on The Square in Clarkesville are original/handmade art and craft items; including but not limited to pottery, woodwork, jewelry, clothing and accessories, needlework, photography, painting, sketches, basket weaving, floral arrangements, wreaths, metal work, candles, glass work, pet items, leather goods, and food products.
4. We do have space on the Square for commercial products or information, however, in the event that the Square fills with handmade vendors, commercial vendors may be located off the Square.
5. Retail vendors MUST provide pictures of products and booth setup. You may email pictures, provide a web address, or mail pictures in with your application.
6. Food vendors MUST provide a complete copy of your menu with your application. **NO APPLICATIONS FOR FOOD VENDORS WILL BE ACCEPTED AFTER THE DEADLINE!**
7. Food vendors are chosen on a first come first serve basis, with the exception of our in-town restaurants which are guaranteed a space. Our goal is to help you each be as profitable as possible; therefore we do not allow multiple vendors to sell the same food.
8. All spaces are approximately 12' x 12' and will be marked and numbered. **If you require more than 12 ft., you must reserve multiple spaces.** For instance, if you have a 15ft. trailer, you will need to reserve 2 spaces. **We will not accommodate additional space needs on Festival day.**
9. Vendor setup is Saturday, December 2 from 11:00 am 2:00 pm . **All vehicles must be removed from the Festival areas no later than 2::00 pm.** Vendors may find parking in lots behind either side of the square, along Hwy. 197 N., or the old courthouse if space is available.
10. **Vendors must remain open and shall not dismantle booths early.** Early takedown will NOT be allowed. After the Festival, all merchandise must be packed and the booth completely disassembled before vehicles will be allowed into the Festival area for loading and departure.
11. Vendors are responsible for clean-up of their areas at the conclusion of the Festival.
12. This is a rain-or-shine festival; **VENDOR FEES ARE NON-REFUNDABLE**

Please contact Colby Moore, Clarkesville Main Street Director at 762-230-1962l or MainStreet@ClarkesvilleGa.com if you have any questions or concerns.



**December 2, 2023
9:00 am – 4:00 pm
Vendor Application**

Registration Deadline: November 24, 2023

Name of Business/Organization: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Web Address: _____

General description of product: _____

All applicants must provide pictures of product(s) and booth set-up by mail or email to MainStreet@ClarkesvilleGa.com. If you provide a website, other photos are not required. All photos become the property of the City of Clarkesville.

***Food vendors MUST supply a copy of their full menu.**

I hereby apply for booth space at the Downtown Clarkesville Christmas Festival. Having done so, I hereby agree to abide by all rules and regulations previously set forth in this application and all local, state, and federal laws. I further understand that failure to abide by said rules will result in my being removed from the festival and I will not be invited nor included in future Clarkesville festivals.

I hereby agree to defend, indemnify and hold the City of Clarkesville harmless from and against any claim, demand, suit, loss, cases of action, liabilities, obligations, costs, expenses, and judgments (including without limitation, death and damages to property) that may result from my participation in the events subject to this Application.

Print Name: _____ Sign Name: _____ Date: _____

Vendor Fees: Please check the appropriate space/services requested.

IF THE APPLICATION IS POSTMARKED BEFORE

12' x 12' Arts/Crafts Rental Space: \$ _____ X number of spaces _____ = \$ _____

12' x 12' Food Vendor Space: \$ _____ X number of spaces _____ = \$ _____

IF THE APPLICATION IS POSTMARKED AFTER

12' x 12' Nonprofit Group Space: \$ _____ X Number of spaces _____ = \$ _____

Electricity: \$10.00 per Space: \$ _____ X number of spaces _____ = \$ _____

*Electricity will be used for what purpose? ****Electricity is not available****

**Is more than 110 volts or 10 amps needed? _____

TOTAL AMOUNT DUE = \$ _____

For more information contact Colby Moore, Clarkesville Main Street at 762-230-1962 or MainStreet@ClarkesvilleGa.com

For Festival Use Only Please
Date Received: _____ Amount paid: \$ _____ Check No: _____ Booth Assignment: # _____