



# City of Adairsville

116 Public Square • Adairsville, Georgia • 30103  
Phone (770) 773-3451 • Fax (770) 773-2582 • [www.adairsvillega.net](http://www.adairsvillega.net)

Office of Marketing & Events

## 2024 Great Locomotive Chase Festival – Craft/Retail Vendor Application

Location: Historic Downtown Public Square – 116 Public Square, Adairsville

### PLEASE READ THE APPLICATION COMPLETELY

#### Event Information:

- Friday, October 4 – 10:00 AM – 11:00 PM
- Saturday, October 5 – 9:00 AM – 11:00 PM
- Sunday, October 6 – 12:00 PM – 5:00 PM

#### Application Details:

- Deadline - Friday, August 23<sup>rd</sup> by 5:00pm
  - You will be notified within **48 hours** that your application has been received.
  - Payments will not be processed until after Friday, September 6<sup>th</sup> if paid prior. Payment is **NOT REQUIRED** until you have been notified of acceptance.
  - If paying prior, check **ONLY**.
- Late applications will be filed, however not guaranteed a spot
- You will be **notified of acceptance or denial no later than August 30<sup>th</sup> at 5:00pm**
- Accepted Vendors – **Payment will be due by September 6<sup>th</sup>**
- Denied Vendors – If you paid prior to acceptance, your check will be shredded.

#### Booth Set-Up Schedule:

- Craft/Retail (Public Square) – Thursday, October 3<sup>rd</sup> – 3:00pm – 8:00pm  
& Friday, October 4<sup>th</sup> – 6:00am – 9:00am
- Set-up Times:
  - Times will be scheduled at least 7 days in advance of the festival.
  - Please abide by your set-up time.
  - Arriving early can result in a waiting period. ***There will be NO exceptions to set up early.***
- Restocking Booths
  - Saturday, October 5<sup>th</sup> – 6:00am – 8:00am
  - Sunday, October 6<sup>th</sup> – 6:00am – 11:00am
  - Vehicles must be out of the festival area by the end of the scheduled restock time – no exceptions. *Due to the size of vehicles, some may not be permitted to drive to the booth location. Staff can assist.*

**IMPORTANT NOTE:** Keep pages 1 - 4 for your records. Return pages 5 - 8. To return applications and for questions, you can reach out to Autumn Lester at the below contact information:

Email: [alester@adairsvillega.net](mailto:alester@adairsvillega.net)

Phone: 770-773-3451

Mail: 116 Public Square  
Adairsville, GA 30103

## Vendor Categories:

- Crafts/Retail – Booths start at \$150 (See application for size options and pricing) *\*Note: if you need power, it is an additional \$25.*
  - Painting & Drawing
  - Pottery
  - Knives/Blacksmith
  - Glass
  - Photography
  - Candles/Scents
  - Jewelry
  - Furniture
  - Other

Three images of art/craft/retail to be exhibited must be submitted with the application.

- Non-Profits – Booths are \$25 (Limited Spaces)
  - Groups may display literature/projects that the group undertakes and supports. Non-Profit groups wishing to sell items must NOT sell items that will compete with any hand-made item sold by artist or crafter. **Please provide your official non-profit documentation with your application.**
  - *Please note there are no power outlets in the non-profit spaces. You may bring a small generator for power if needed.*
- Direct Sales – Booths are \$150 (Limited Spaces)
  - Direct Sale Booths will be limited to one per brand and will be available first come, first serve.
  - *Please note there are no power outlets available for direct sales booths. You may bring a small generator for power if needed.*

## **Festival Rules & Regulations:**

- Set-up times are listed on the front page, these are set times.
- Booths must be ready by 9:30 AM on Friday, October 4<sup>th</sup> and must not be dismantled until the end of the festival at 5:00 PM on Sunday, October 6<sup>th</sup>.
- Booths **MUST** be staffed at all times.
- Each category is limited.
  - The Great Locomotive Chase Festival reserves the right to limit the number of applicants in each category to offer a variety of vendors.
- Vendors may only show and sell work/food items listed on their submitted application. Please attached a detailed document.
- Booths must be neat in appearance.
- If booth space is on Public Square Street (upper-level near business fronts), please be aware you may need to move the vendor setup tent and items back toward the curb to make room for the parade occurring on Saturday, October 5<sup>th</sup> at 10:00am 30 minutes before the parade procession begins. The booth may be moved back to the original spot at the conclusion of the parade. The City of Adairsville reserves the right to inspect vendor booths and assist with the temporary relocation of the vendor booth if necessary.
- The City of Adairsville is not responsible for damage to property or stolen property during the event or overnight.
  - Overnight security is provided beginning Thursday – Saturday night.
- Vendor spaces can be provided with an electrical 110 outlet (additional \$25)– some areas are limited.
- Vendors are required to supply their own tents, tables, chairs, electrical cords, etc.
- Vendors are not allowed to stake tents into asphalt or concrete. Bring ample weights to secure the tent.
  - Please note trains do continue to pass through during the festival dates. Tents stationed closest will need to prepare.
- Spaces will be marked and numbered. There is only ½ foot outside the marked space for tie-downs, weights, etc.
- Vendors are required to handle their own Sales Tax – a form will be provided.
- Vendors will be notified of booth location in vendor information email and will be given a packet upon arrival on Thursday to set-up.
  - You will see a city staff person/event coordinator to receive vendor packets.

- Vendors are responsible for the clean-up of their areas at the conclusion of the event. A \$100 clean-up fee will be charged to vendors who do not adhere to this.
- Vendors are responsible for their own garbage to be taken to the dumpsters provided by The City of Adairsville.
- Vendor Vehicles & Passes
  - Vehicles must be in the vendor parking area no later than 9:00 AM on Friday, October 4<sup>th</sup>.
  - No Vehicles are allowed to stay in the festival area.
  - Each Vendor will receive TWO vendor parking pass ONLY and TWO vendor Admission passes for entry into the festival.
  - The City will provide a shuttle service to and from the event from the vendor parking area for additional supplies, if needed.
- Vendors must have a first aid kit.
- Checks returned unpaid by the bank will result in an IMMEDIATE DISQUALIFICATION and a fee of \$35 will be charged.
- Vendors planning to conduct a raffle must advise event coordinator in advance of the raffle and the drawing must take place as part of festival activities.
  - Date and time for the drawing must be identified prior to the festival in order for that information to be posted with items being raffled on Festival documents.
  - Raffles must be approved by the City of Adairsville.
- Any vendor not on location and set up by 8:30 AM on Friday, October 4<sup>th</sup> – will **NOT BE PERMITTED** to set up at any point and no refund will be issued.

**Great Locomotive Chase Festival Craft/Retail Vendor Application**

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

Contact Person: \_\_\_\_\_

Full Address: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Allow Text: YES  or NO

Alternate Phone: \_\_\_\_\_ Allow Text: YES  or NO

Email: \_\_\_\_\_

Preferred way of Contact: \_\_\_\_\_

If you participated in the 2023 Great Locomotive Chase Festival, would you like the same spot for the 2024 GLCF? (The City of Adairsville will make every effort to accommodate your request, *but is not guaranteed*)

YES \_\_\_\_\_ NO \_\_\_\_\_

|  |                           |                           |      |
|--|---------------------------|---------------------------|------|
| <b>Office Use Only:</b> Received By: _____ | Form: In Person           | Email                     | Mail |
| Received Date: _____                       | Received Time: _____      | Notified Applicant: _____ |      |
| Accepted or Denied                         | Notified Applicant: _____ |                           |      |
| Applicant Paid: _____                      | Form of Payment: CASH     | CHECK _____               | CARD |

## Craft/Retail Vendor

Describe the work to be exhibited and sold including the range of pricing (be specific). Include ALL ITEMS that you wish to be juried along with prices. The application must include THREE photos.

---

---

---

---

---

\_\_\_\_\_ 10x10 \_\_\_\_\_ Spaces x \$150 = \_\_\_\_\_

\_\_\_\_\_ 12x12 \_\_\_\_\_ Spaces x \$200 = \_\_\_\_\_

\_\_\_\_\_ 15x15 \_\_\_\_\_ Spaces x \$250 = \_\_\_\_\_

\_\_\_\_\_ Power \$25 additional

Indicate whether you have a trailer or tent with exact measurements: **SUBMIT PHOTOS OF SET-UP**

---

\_\_\_\_\_ **Non-Profit** – Documentation is required with application.

\_\_\_\_\_ **Direct Sales**

Will you be selling items?      YES      or      NO

Describe your service:

---

---

---

---

---

\_\_\_\_\_ 10x10 - \$25 (Non-Profits)

\_\_\_\_\_ 10x10 - \$150 (Direct Sales)

## Acknowledgment Form:

Please read and initial each item. The application will not be accepted as complete if this sheet is not complete.

\_\_\_\_\_ I understand that I will not be able to set up if payment is not received by due date of September 6<sup>th</sup>.

\_\_\_\_\_ I understand that payment for ACCEPTED vendors will not be processed until after September 6<sup>th</sup>.

\_\_\_\_\_ I understand that nonpayment is forfeiting my space. The City of Adairsville representative will assign my space to another vendor.

\_\_\_\_\_ I understand that if accepted, I will not be allowed to set up until Thursday, October 3<sup>rd</sup> and no breakdown prior to Sunday, October 6 at 5:00 PM. *No exceptions.*

\_\_\_\_\_ I understand that if I cannot make the set-up time assigned, I will contact the Events Coordinator to make other arrangements.

\_\_\_\_\_ I understand that if I am not set up by 8:30 AM on Friday, October 4<sup>th</sup> my space will be forfeited, and no refund will be issued.

**Release Form:**

I acknowledge and agree to hold harmless the City of Adairsville from responsibility for injuries to any vendor, for damaged or stolen work, or for damage to displays by natural or willful causes. I agree to abide by the rules and regulations as outlined in the festival requirements. I understand that the Great Locomotive Festival and its authorities have the right to refuse conduct set by the City of Adairsville. I understand that if I do not follow the guidelines provided by the City of Adairsville, I will be asked to leave the festival.

I acknowledge and give the City of Adairsville the right to use all photographs and videos that will be taken for promotional purposes.

**This is a RAIN OR SHINE event.** Advertising, marketing, entertainment, stages, facilities set-up, and administration costs will be paid by the City, therefore **NO REFUNDS** will be issued if the event is canceled for a reason beyond the control of the City of Adairsville.

---

*Signature*

---

*Printed Name*

---

*Date*

Please note that payment is not required for submission of your application.

Please remit all pieces required for the application to be completed to Autumn Lester. Options for submission are listed below:

**Email:** [alester@adairvillega.net](mailto:alester@adairvillega.net)

**Phone:** 770-773-3451 x 109

**Mail:** 116 Public Square Adairsville, GA 30103