

CHRISTMAS IN EATONTON

Saturday, December 14, 2024



Dear Vendor,

Eatonton Main Street will be hosting Christmas in Eatonton on Saturday, December 14, 2024 from 4:00pm until 9:00pm, and you're invited to participate! We are accepting vendors from all locations regardless of residency. **This event will take place on the Courthouse Square in Downtown Eatonton.**

Food Vendors: \$55

"Food" is considered as anything that is consumed by an individual including but not limited to: baked goods, beverages, candy, etc. Space does not include electricity.

Non-Food Vendors: \$35 per space

"Non-Food" is considered as an arts & crafts vendor, clothing vendor, merchandise vendor, or informational booth. Includes one 10'x10' space. Space does not include electricity.

- **Average Attendance: 500-750 people**
- **Acceptable Forms of Payment:** Cash, Company Check, Cashier's Check or Money Order made payable to "Eatonton Main Street." No refunds will be given due to unforeseen circumstances. The event will be held rain or shine. A \$30 charge will apply to any returned check.
- **Vendor space is limited.** Apply early for the best opportunity to be considered. Acceptance is at the discretion of Eatonton Main Street. Vendors accepted to participate will be notified.

All applications and vendor fees must be turned in by the deadline of December 1, 2024.

PLEASE NOTE: Due to COVID-19, there is a possibility that these events could be canceled or altered.

Contact:

Lauren Singleton—director@downtowneatonton.com or 706-749-9150

You may phone the contact listed above for more information. A representative will call or email you with a confirmation when your application has been accepted. Please return your application early for the best opportunities. We look forward to your participation!

Forms of Payment

Accepted forms of payment:

- Cash
- Check (made payable to Eatonton Main Street)
- Money order (made payable to Eatonton Main Street)

Forms of Payment **Not** Accepted:

- Debit cards
- Credit cards
- Electronic payments (i.e. CashApp, Zelle, Venmo, etc.)

You can send in your payment the following ways:

- Mail: Eatonton Main Street, P.O. Box 4384, Eatonton, GA 31024
- Hand deliver: Eatonton City Hall, 201 N. Jefferson Avenue in Eatonton
- Leave in the drop box behind Eatonton City Hall, which is located at 201 N. Jefferson Avenue in Eatonton. Make sure the envelope says "Eatonton Main Street."

If you would like to hand deliver your vendor fee payment during business hours and the Main Street Office is closed, you may drop your vendor fee in the drop box behind City Hall or you can give it to one of the ladies inside City Hall.

All vendor fees must be turned in by the deadline of December 1, 2024.

*****IMPORTANT INFORMATION*****

This event will begin during daylight hours, and this event will end in after the sun has gone down. It is strongly encouraged for all vendors to have some kind of lighting in their tents. Lights are not required. You may bring a generator to power the lights or you may use battery-powered lights. You may NOT light candles, per the Putnam County Government regulations. Please keep this information in mind when you are designing your booth setup.

Vendor Regulations

1. Vendors must submit at least one photo of their booth set up.
2. Vendors must submit at least one photo of any items to be sold during the event.
3. Vendor set-up begins at 2:00pm and no earlier. All vendors must be set-up by 4:00pm. If a vendor arrives after 4:00pm, that vendor will not be allowed to participate in the event.
4. Spaces are assigned on a first-come, first-served basis. We reserve the right to limit the number and types of vendors. If you require special accommodations due to a disability, please contact one of the event representatives.
5. After unloading for set-up, all vehicles must be moved to the vendor parking area before setting up any tables, tents, chairs, etc. There is no RV parking or overnight parking allowed.
6. Vendors are responsible for their own booth set-up and clean-up.
7. The vendor fee does not include the cost of tents, tables, chairs, electricity, etc. **Vendors must provide their own tents, tables, chairs, electricity, etc.** Spaces are 10'x10'.
8. **Electricity will not be provided.** Vendors will need to provide their own generator if electricity is needed. Vendors must also provide their own extension cords and power strips.
9. All tie-downs must be self-contained.
10. NO STAKES can be driven into the grass/streets/sidewalks. The City of Eatonton will impose a fine if stakes are driven into grass/streets/sidewalks. Weights must be used to anchor your tents.
11. Police, Fire, and EMT support will be provided; however, event organizers are not responsible for any stolen, damaged or missing items.
12. No refunds will be given once your payment has been accepted. Assigned booth spaces are final. You must register with event staff the day of the event. After you have completed registration, you may proceed to your assigned booth space.
13. Vendors are responsible to collect and properly bag trash within your sales location.
14. Booths must remain set up until the event is over. Vendors are responsible for providing or arranging for all necessary labor in unpacking, erecting, dismantling and re-packing displays. Event staff is not available to assist with set-up or breakdown. You shall only store or display materials on appropriate surfaces of your booth and not in pedestrian aisles or on sidewalks.
15. The event will occur regardless of the weather. Be prepared for any kind of weather—sun, heat, wind, rain or cold.
16. No refunds will be given for any cancellation whether caused by the vendor or Eatonton Main Street or event organizers.
17. All of your items are subject to approval by Eatonton Main Street for quality and appropriateness for a family event, and you will not display or sell items prohibited by Eatonton Main Street.
18. The following is a list of items that CANNOT BE SOLD at the event:
 - Absolutely no fireworks or Snap-pops or similar items.
 - No items that could be destructive to participants, vendors, and/or merchandise.
 - For safety reasons, guns or any other weapons cannot be displayed or sold.

Christmas in Eatonton

Vendor Application

Please fill out and return this application to Eatonton Main Street.

Name: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

Email Address: _____

Business Facebook Page: _____

Will you need a handicap accessible space? Yes No

What type of vendor are you? Food (\$55) Non-Food (\$35) How many spaces will you need? _____

Will you be bringing a trailer? Yes No Will you be bringing a tent? Yes No

Describe your set-up. Please email a photo of your set-up and photos of items you plan to sell to director@downtowneatonton.com. Please attach additional paper if necessary.

 Medical Waiver: Eatonton Main Street and the County of Putnam have my permission to have medical personnel treat me, if needed in an emergency situation during my participation in this event.

Agreement: I have read and agree to observe the event Rules and Regulations as stated in this application. Vendor shall indemnify and save harmless the Eatonton Main Street, its officers, agents, servants and employees, from and against any and all claims, demands, actions, suits and any type of proceeding by others, and against all liability to others, arising from any and all allegations of negligence or willful misconduct of Vendor, its officers, agents, servants, employees and subcontractors, related in any way to the performance of the Agreement, including, but not limited to, any liability for damages by reason of or arising out of any failure of Vendor to secure proper licenses, bonds, insurance coverage for Vendor and Eatonton Main Street or the like, and against any loss, cost, expense, and damages resulting there from. Vendor expressly agrees that this duty of indemnification includes providing a complete defense to Eatonton Main Street and paying Eatonton Main Street's reasonable attorney's fees and expenses. Nothing contained herein shall be deemed to constitute a waiver by Eatonton Main Street of its governmental immunity.

As a legal representative of the above entity, I agree to pay the appropriate fee to Eatonton Main Street .

Printed Name: _____

Signature _____

Date _____

Thank you for becoming a vendor.

Mail or email this Agreement to:
Eatonton Main Street
PO Box 4384, Eatonton, GA 31024
Email: director@downtowneatonton.com

FOR OFFICE USE ONLY

Date Received: _____

Date Fee Received: _____

Cash: _____ **Check/Money Order:** _____

Approved: _____ **Denied:** _____