

# Atlanta Chamber of Commerce

## 2023 Elk Festival General Guidelines

### I. Applications and Deadlines

- A. Applications must be postmarked by August 29, 2023 to guarantee space. Applications postmarked after Aug 29th will be on a first come first serve if space is available.
- B. All applications must be accompanied by a check or money order.
- C. FIRST TIME VENDORS need to include pictures of Products and Display, if available.
- D. The Atlanta Chamber of Commerce is not responsible for incomplete or inaccurately filled out applications.
- E. You will receive your space number by mail, email, or phone.

### II. Applications/Priority

- A. Atlanta merchants have 1st priority for (1) space for the product(s) in front of their business if submitted by application deadline.
- B. New application on first come first serve basis
- C. The Atlanta Chamber of Commerce reserves the right to LIMIT THE NUMBER of applicants for any one particular type of goods/services and reserves the right to CHANGE OR SUBSTITUTE VENDOR SPACES overall, thereby maintaining the diversity and quality of the Elk Festival.

### III. Taxes/Insurance

- A. Exhibitors are responsible for collecting and reporting sales tax.
- B. Vendors are responsible for their liability insurance for vehicles/products/etc prior to the event.
- C. You are responsible for your own workers compensation insurance.

### IV. Space Size & Canopy

- A. Space size is 15 feet wide.
- B. Space only is provided. Vendors will be responsible for providing their own setup of any other materials needed for their display.
- C. Merchandise should be displayed as colorfully and tastefully as possible. No stolen merchandise, firearms, ammunition, explosives, alcoholic beverages, drugs, pornography, or illegal items allowed on Festival grounds.

### V. Electricity

- A. Electricity charge 110 volt = \$15, 220 volt = \$30
- B. Electricity must be requested when you submit your application. Spaces with electricity available are very limited, application will be returned if we are unable to provide.
- C. Personal "Whisper" type generators allowed only with prior Festival Manager approval. Must meet Fire Department Regulations.
- D. Fire Department Regulations require that all cords MUST be commercial type and taped down if crossing pavement/concrete.

### VI. Confirmations & Refunds

- A. No refunds will be made after August 29, 2023.
- B. No refunds in case of inclement weather, acts of nature, or restrictions by governmental agencies to cancel the event, over which the Chamber of Commerce has no control.

## VII. Hours/Schedules

- A. Festival vendor hours: Friday = After parade-close, Saturday = 9am-close, Sunday = 9am-4pm.
- B. Space forfeited if not occupied by 8:30 am on Saturday of the event.
- C. Vendors may begin set-up Friday (after the parade in the street) and NO tear downs are allowed before 4pm on Sunday of the event.
- D. All spaces must be cleared and the streets open by 6 pm on Sunday.
- E. Vendors may stay open later than 6 pm, but are not allowed to close before 6pm Saturday and 4pm on Sunday.

## VIII. Parking

- A. All vehicles must be out of the vending area by 8:30am on Saturday.
- B. Parking available outside of the Festival area only.
- C. No alley parking.
- D. If you park on private property, you can be ticketed by police.

## IX. Food Exhibitors

- A. You are responsible for obtaining District Health Dept. #4 permits (989-785-4428) and meeting the requirements set up by the Health Dept. Provide permit number with application, if available at the time of application.
- B. Must have a certified Fire Extinguisher.
- C. You will need your own gray water storage tanks. There are no facilities for dumping gray water on the premises.

## X. General Information

- A. Other than in your space, parking of personal vehicles in the vendor area will be prohibited.
- B. You must sell from your space, you are not allowed to walk around selling items.
- C. If you do not conform to regulations, you will be asked to leave. NO REFUND.
- D. Vendors must comply with all state, federal, and local laws and regulations for their business.
- E. The vendor is required to pay the appropriate fee. These fees are to be returned with the application, with the full understanding that it is non-refundable for any reason, unless notification of cancellation is done by Aug. 29, 2023.
- F. The Atlanta Chamber of Commerce is the ONLY authorized seller of Elk Festival buttons, clothing, etc.
- G. All vendors and their employees/associates MUST be polite/courteous to the public and the Chamber associates or vendor/associates will be asked to leave without any refund.

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**Join Us “Up North” in Beautiful Downtown Atlanta**  
**September 29 - October 1, 2023**  
**989-785-3400**