

Atlanta Chamber of Commerce

2024 Elk Festival General Guidelines

I. Applications and Deadlines

- A. Applications must be postmarked by August 13, 2024 to guarantee space(s), applications postmarked after Aug 13th will be on a first come/first served basis, if space(s) available.
- B. All applications must be accompanied by a check or money order (or pay by phone).
- 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 set-up/sale of their product(s) in front of their business if submitted by application deadline.
- B. New applications are on a first come/first served basis
- C. The Atlanta Chamber of Commerce reserves the right to LIMIT THE NUMBER of applicants for any one particular type of goods/service(s) 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. Vendors are responsible for collecting and reporting sales tax, as applicable.
- 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/liability 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 = \$20, 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 (we'll call first).
- 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 13, 2024.
- 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 if in the street) and NO tear downs are allowed before 4pm on Sunday of the event.
- D. All street spaces must be cleared and the streets opened by 5:45 pm on Sunday.
- E. Vendors may stay open later than 6 pm during the festival, but are not allowed to close before 6pm Saturday and 4pm on Sunday (unless product is sold out).

VIII. Parking

- A. All vehicles must be out of the vending area by 9 am 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 or oils 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. 13, 2024.
- 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.

Join Us “Up North” in Beautiful Downtown Atlanta

September 27-29, 2024

989-785-3400