

# Geranium Festival Exhibitor Guidelines for 2012

35<sup>th</sup> Annual Geranium Festival will be held on Saturday, May 19, 2012

## ENTRIES:

### No Commercial, Resale, or Flea Market Items

Items for sale must be crafted by the exhibitor in some way. This rule will be strictly enforced. For example, jewelry not crafted by the vendor does not qualify. The description you provide of your craft on the application should also include details of how you make the item. You should be prepared to demonstrate or answer questions about how your items are made if asked by a representative of the sponsoring organization.

### Community/Business Expo Exhibitors

Community/Business exhibitors are limited to promoting their service and/or product. No selling of goods or accepting of money is allowed. Limited collection of personal information is allowed for the purpose of notifying winners of prizes.

## PROCEDURE:

Every application submitted to the Geranium Festival is carefully considered. We have a team that considers applications to the Festival and this process can take several weeks. **Note: All decisions on the acceptance/decline of applications are final!** Applications are considered on the basis of quality, workmanship, and originality. We limit the number of exhibitors in various festival categories on the basis of space.

All applicants are notified by mail or e-mail whether they are accepted or not accepted for the 2012 Festival. **Note: We do not discuss reasons for acceptance or non-acceptance!** Those applicants who are not accepted will receive a refund of their fees. Early application to the Geranium Festival is encouraged.

**The Geranium Festival reserves the right to cut off the acceptance of applications at any time!**

## ACCEPTANCE PACKET:

Those who wish to receive a packet of festival information upon acceptance of their application may do so by including an additional fee of \$15.00 along with their application.

## REFUNDS:

Refunds due to cancellation by an Exhibitor submitted within 30 days of the Festival will be considered. **No refunds will be given for cancellations received on or after May 12, 2012 for any reason!**

## FEES:

	Returning Exhibitor:	New Exhibitor:
Applications for 2012 will be received beginning in Oct 2011!		
Applications that we receive prior to Feb 1, 2012	\$ 75	\$ 90
Applications that we received Feb 2 - April 29, 2012	\$ 120	\$ 120
Applications that we receive after April 30- May 5, 2012	\$ 150	\$ 150
No applications received after May 5, 2012		
Request for Electricity	\$ 20	\$ 20
Request for Packet	\$ 15	\$ 15
Rates are for a 10' by 10' space. If making application for Electricity, a separate check is required! Refunds due to cancellation submitted within 30 days will be considered if made in writing. <b>Note: No refunds will be given for cancellations that are received on or after May 12, 2012!</b>		

## CHECK IN:

Exhibitors must check in before 8:00 a.m. with the Lions Club representative assigned to their section. Exhibitor signs will be provided to you by your representative at check in. **Note: Check in is required to maintain returning exhibitor status for 2013!**

### **SPONSORSHIP:**

The Geranium Festival is sponsored by the McDonough Lions Club. The McDonough Lions Club has a rich history of serving the community. Money raised through the festival is used to help people through causes of the McDonough Lions Club. All members of the Geranium Festival Team are volunteers. They have other jobs and responsibilities. The Geranium Festival does not maintain a staff or office.

**\*THE SPONSORING ORGANIZATION CAN ASSUME NO RESPONSIBILITY FOR LOSS OR DAMAGE. IT RESERVES THE RIGHT TO REJECT ANY WORK OR ACTION NOT COMPATIBLE WITH THE FESTIVAL RULES.**

**\*NO RAIN DATE -NO REFUNDS WILL BE ISSUED IF FESTIVAL IS CANCELLED DUE TO INCLEMENT WEATHER**

### **DISPLAY:**

All displays must be ready for opening at 9:00 a.m. No removal will be permitted before 5:00 p.m. Vendors are provided a 10' by 10' space. Note: All displays must be within the space provided. We do not allow carrying signs around the festival, calling out to festival visitors or promoting the space outside the space assigned! Tents should be weighted or anchored in case of inclement weather. Please keep this in mind when selecting your display arrangement and inventory.

**Due to the location of festival on the town square, which requires closure of streets to traffic, any exhibitor whose breakdown requires more than 1 and 1/2 hours should make a notation of that on their application.**

No pushcarts or "hawking" of goods will be allowed. Any signs must be within the Exhibitor's booth space. We do not allow individuals to carry signs or distribute literature throughout the festival!

### **VEHICLES:**

After locating your booth assignment, unload your vehicle and immediately move it to your assigned parking are **before** beginning set up. No vehicles will be permitted in the vendor area after 7:00 a.m. or before the festival ends at 5:00 p.m. and not before complete breakdown of display is complete and ready to load. We provide one parking space per exhibitor!

### **PARKING/SETUP:**

Parking and set up information will be provided to you. Limited handicapped parking spaces are available. If you need handicapped parking, please notify us on your application.