

# 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!**

## FEEES:

	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 area **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.

# 2012 GERANIUM FESTIVAL APPLICATION

*Please type or print neatly*

Please check: ( ) Returning Exhibitor from 2011 ( ) New Exhibitor

Individual Name \_\_\_\_\_

Company/organization name \_\_\_\_\_

Mailing address \_\_\_\_\_  
\_\_\_\_\_

Home phone # \_\_\_\_\_ Work \_\_\_\_\_

Cell # \_\_\_\_\_ E-mail \_\_\_\_\_

Would you like to receive our Geranium Festival E-Newsletter? Yes \_\_\_\_\_ No \_\_\_\_\_

Sign up for the E-Newsletter on our Website at [www.geraniumfestival.com](http://www.geraniumfestival.com)

Website address \_\_\_\_\_

Do you wish us to provide a link to your address on our website? Yes \_\_\_\_\_ No \_\_\_\_\_

Any application received after April 30, 2012 will not be included on our website.

Number of Booth Spaces Requested \_\_\_\_\_

## **Do you need to be considered for a location with electricity available?**

There are a limited number of these spaces with an additional fee of \$20. Request does not guarantee electricity. Please send a separate check which will be returned if access to electricity is not available.

( ) Yes ( ) No Purpose \_\_\_\_\_

Amps required \_\_\_\_\_

## **ENTRY FEE: See Guidelines**

**Arts and Crafts Exhibitors:** Please complete the appropriate section on the back of this application

**Business/Community Expo exhibitor:** Please complete the appropriate section on the back of this application.

**Food vendors:** Please complete the appropriate section on the back of this form.

I have read the enclosed guidelines and agree to abide by them.

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Signature

Mail to: Geranium Festival/P. O. Box 432/McDonough, GA 30253-0432

(No staples please)

**Make Checks payable to: McDonough Lions Club**

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### **DO NOT WRITE BELOW THIS LINE: FOR GERANIUM FESTIVAL PROCESSING ONLY**

Check/money order # \_\_\_\_\_ Amount \_\_\_\_\_ Date received \_\_\_\_\_

Application Approved ( ) Yes ( ) No Space (s) Assigned \_\_\_\_\_

Electricity ( ) Yes ( ) No

**Returning Exhibitors (No changes from 2011) Note: Create a concise list of items!!**

Items to be sold and brief description of items

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**New Exhibitors for 2012 and/or 2011 Returning Exhibitor with changes in items/process.**

Items to be sold

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Description of process used to make items:

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Can you demo your process or how you make your product during the festival?  Yes  No

REMINDER: Enclose or send via e-mail:

1-2 receipts for raw materials used      1-2 photos of finished products

1-2 photos of items being made and or workspace used

**\*\*All information must be submitted for consideration of acceptance of application from new exhibitors and/or 2011 returning exhibitors who have changed items and/or process.**

Note: Returning Vendors with no changes do not need to submit pictures or receipts!!

**Community/Business Expo Exhibitors:** Description of product/services to be promoted:

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Description of any items/literature or door prizes to be distributed

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**Food Vendors:** Description of food items to be offered, method of preparation and equipment to be used. Include number of electrical outlets and amps

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**Comments/requests to be considered**

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Use separate sheet of paper if additional space is needed