



# Wednesday WindDown Vendor Application

Event Dates: June 7, 14, 21, 28; July 5, 12, 19, 26; August 2 & 9

Event Hours: 6:00 p.m. to 10:00 p.m.

Set-up time: 4:30 p.m. until 5:45 p.m.

Name: \_\_\_\_\_

Last

First

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_

## Type of Booth/Retail Items

Please indicate your **category of Retail** items by placing an "X" in the box beside the appropriate category(s). **Please attach a detailed description of the items to be sold in your booth, along with photos available.**

Retail Items

Handcrafted Items

Information Booth

Art

Antiques

Food\*

Children's activity

Cultural/Art

Specify \_\_\_\_\_

specify \_\_\_\_\_

Demonstration

Specify \_\_\_\_\_

\*Food vendor spaces are limited and must comply to County Special Event food handling standards.

## 2017 Wednesday WindDown VENDOR GUIDELINES & PROCEDURES

1. Booth set-up is from 4:30 p.m. to 5:45 p.m. Each Vendor will have a predetermined booth space and load in time. . Assigned booth space is determined by a first come, first serve process – with some discretion by staff to ensure competing vendors are not next to each other.
2. Cancellation: No refunds will be given. Extreme circumstances will be considered pending the approval of Park staff.
3. This is a rain or shine event and refunds will not be given due to weather condition.
4. Merchandise must resemble that which was described on the application, represented in the photos submitted, and approved by Park staff.
5. Vendors are prohibited from selling food or beverage items in their booths unless they have registered with the Festival committee as a Food Vendor and have completed all necessary paperwork. Food vendors must have a self-contained trailer and provide proof of a Douglas County Health Department food vendor permit.
6. The Festival focuses on family and community. Items that represent caustic political views, vulgarity or sexually suggestive content are deemed inappropriate for this festival. Any vendor that displays such items will be asked to leave and will not be invited back to participate in future shows.
7. All booths must be in operation during festival hours, from 6:00pm until the event is over. If a vendor breaks down early they may forfeit an invitation to participate in future shows. All vendors are required to break down their product and equipment starting at the end of the show and the area must be clear within 30 minutes of show completion.

8. Vendor booths must fit within the assigned area of 10x10 that was indicated on the application. All vendors must supply their own tent, table, chairs, extension cords, displays and signage. The assembly and dismantling of booths is the sole responsibility of the vendor.
9. Vendors are prohibited from bringing pets into Wednesday WindDown.
10. Exhibitor/Vendor agrees to abide by the above guidelines for the event. City of Douglasville is not responsible for any damages or loss. Exhibitor/Vendor hereby indemnifies and agrees to hold harmless the event officers, committee members, staff and agents, the City of Douglasville, Douglas County, and the State of Georgia, against all claims, liabilities, damages and expenses (including the expense of litigation and attorney's fees) asserted against or incurred by them arising in whole or in part out of Exhibitor/Vendor's activities hereunder. Exhibitor/Vendor agrees that City of Douglasville may rescind this agreement and revoke immediately all of the rights of the Exhibitor/Vendor, his/her agents or his/her employees to exhibit space at the event for violation of the guidelines or any ordinance of the city of Douglasville or any law of the State of Georgia. Exhibitor/Vendor represents that all information provided in the application is true and correct. By signing below, Exhibitor/Vendor represents that he/she has read and understood all the above guidelines.

All exhibitors are outside. This is a Rain or Shine event. Vendors are required to provide their own professional booth canopies, displays, tables and chairs.

**Wednesday WindDown at Hunter Park \$25 per event or \$150 for all dates**

- June 7, 2017
- June 14, 2017
- June 21, 2017
- June 28, 2017
- July 5, 2017
- July 12, 2017
- July 19, 2017
- July 26, 2017
- August 2, 2017
- August 9, 2017

**Total Booth Fees \$ \_\_\_\_\_**

**Please return this completed form with a check made payable to:  
City of Douglasville**

Return Form To: Hunter Memorial Park  
8830 Gurley Road  
Douglasville, GA 30134  
Attn: Kendrick Davis

Release

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Signature \_\_\_\_\_ Date \_\_\_\_\_