



2024 JHM COMMITTEE USE ONLY			
Date Received:	By:	Confirmation:	A D WL
Payment Type & Amount:			
Extra Passes:		Indem.:	
Other:			
Previous Space:		Current Space:	
Space Requested:		Extra Space Requested:	
Table Request:		Type:	Electricity:

November 1-3, 2024 at the Jefferson Civic Center-

2024 VENDOR APPLICATION

BOOTH / BUSINESS NAME:

CONTACT NAME(S):

MAILING ADDRESS:

EMAIL:

PHONE NUMBER(S):

Social Media Info:

CHECK ALL THAT APPLY: ☐ Direct Sales ☐ Handmade ☐ Retail ☐ OTHER (PLEASE SPECIFY)

ITEM	QUANTITY	PRICE	EXT. AMOUNT
10' x 10' Indoor Regular Booth (max of 2)		\$175.00	
10' x 10' Indoor Premium Booth *See attached layout		\$200.00	
8' x 10' Indoor Regular Booth (1 add-on avail in Belgrade)		\$150.00	
4' x 10' Indoor Vendor Booth (max of 2)		\$100.00	
Outside 10x10 Vendor- (max of 2) *limited electrical access		\$125.00	
Outside Trailer Space (20 *limited electrical access		\$200.00	
ADD-ON: Electrical - 110v (Limit one outlet per vendor.)		\$15.00	
ADD-ON: Table Rental - 6', 8', or Round (Limit two tables per vendor.)	Size:	\$5.00	
ADD-ON: Additional Vendor Passes (in addition to the two included)		\$5.00	
Non- Profit Discount for booths		-\$25.00	
Returning Vendor Early Registration Discount if paid by 2/3/24		-\$15.00	
Late Registration Fee (Applications received after 9/1/2024)		\$15.00	
PAYMENT OPTIONS: CASH, CHECK, CARD, OR MONEY ORDERS.		TOTAL DUE >	

Vendors may submit booth requests or requirements in the space below. All requests will be taken into consideration and honored based on availability. Please be aware that booth space requests are not guaranteed under any circumstances. Past participation does not guarantee approval.

Returning Vendor: ☐ Yes ☐ No

Please give a full description of the item(s) being sold. If items are buy/sell items, please list all items to be sold. The back of this form may be used to give a complete description. If you are sharing a space, be sure to include all items to be sold in the booth. Also include photos of your items, and booth setup.

Categories

Please refer to the Category List below to complete the category section of your application. Vendors may only show and sell work that is listed on the application form. Check as many that apply, and notate any specifics within the category. For example, if you sell clay jewelry only notate that. The Holiday Market Committee reserves the right to ask vendors to remove unauthorized items from their booth.

- ☐ **Accessories** (hair bows, scarves, hats, handbags)
- ☐ **Artwork** (drawings, paintings, mixed media)
- ☐ **Bath** (soap, lotions, personal care items)
- ☐ **Candles**
- ☐ **Clay** (ceramics, pottery, porcelain)
- ☐ **Clothing, Adult Clothing, Children**
- ☐ **Direct Sales** – Any commercial products (Avon, Pamper Chef, etc.)
- ☐ **Dolls** (fabric, fiber, porcelain, etc.)
- ☐ **Fabric** (sewing, quilting, crochet, knitting, weaving, cross-stitch, needle-point)
- ☐ **Fiber** (wreaths, baskets)
- ☐ **Floral** (arranged, dried, live, potpourri, silk, pressed)
- ☐ **Food Gifts**
- ☐ **Furniture** (painted/stained, lawn/garden, child-size, unfinished)
- ☐ **Games/Toys**
- ☐ **Glass** (blown, cut, fused, mosaic, stained)
- ☐ **Herbal** (soaps, potpourri, oils)
- ☐ **Jewelry** (beads, clay, glass, metals, semi-precious stones)
- ☐ **Leather** (accessories, bags, clothing, belts)
- ☐ **Metal** (forged, punched, sculpture, aluminum, iron, pewter, silver, etc.)
- ☐ **Miscellaneous/Other**
- ☐ **Musical** (instruments, cds)
- ☐ **Paper** (calligraphy, paper-mache, scrapbooking, books)
- ☐ **Photography**
- ☐ **Plants, Live Primitive Seasonal**
- ☐ **Wood** (painted/stained, household, toys, lawn & garden)

Additional Info:

Vendor Signature: _____

Date: _____

Make checks payable to: Jefferson Civic Center • Submit Application & Payment to: 65 Kissam Street, Jefferson, GA 30549
*Acceptance Pending

*Deadline to submit applications 9/1/2024
(Applications submitted after will result in a \$15 late fee)

INDEMNIFICATION AGREEMENT

THIS INDEMNIFICATION AGREEMENT made and entered into this ____ day of _____,
20____ by and between the City of Jefferson, Georgia, a municipal corporation of the State of Georgia
(hereinafter "City") and

(Vendor/Company Name)
I, _____ both in my individual capacity and as the Agent representing
_____, do hereby Agree to indemnify and hold
harmless the City of Jefferson, Georgia, its officers, counsel persons, agents, employees and contractors
from and against any and all loss, damage, claim demand, liability or expense by reason of any damage or
injury to property or person which may be claimed to have arisen as a result of or in connection with the
occupancy or use of City real and/or personal property on the date of _____. Such
obligation in indemnify and hold harmless shall continue notwithstanding any negligence or comparative
negligence on the part of the City relating to such loss or damage, except for loss or damage arising from
the sole negligence or willful misconduct or gross negligence of the City, and shall include all costs,
expenses and liabilities incurred by the City in connection with an such claim, suit, action or cause of
action, including but not limited to the investigation thereof reasonable attorney fees for and the defense
of any action or proceeding brought thereon and any other judgement or decree which may be entered in
any such action or proceeding or as a result thereof. These provisions shall survive the expiration or
earlier termination of the use of premises. Nothing in this Agreement shall be construed to affect in any
way the City's rights, privileges, and immunities as set forth in Georgia Statutes and/or the Constitution
of the State of Georgia.

SIGNATURE

PRINT NAME

TITLE

DAY TIME PHONE NUMBER

ADDRESS

CITY

STATE

ZIP

PHOTO CONSENT FORM



Name: _____

City, State: _____

Contact phone number or email: _____

I, _____ grant permission and give my consent to the City of Jefferson for the use of the following photographs or electronic media images as defined below for presentation under any legal use:

EVENT NAME AND DATE:

PHOTO DESCRIPTION:

Releasor's Signature: _____ Date: _____



JEFFERSON HOLIDAY MARKET GENERAL INFORMATION

Vendors do not need to reserve a booth set-up time, but please be sure to immediately check-in upon arrival.

Indoor Booth Set-Up Times:	Wednesday, October 30	10:00am - 2:00pm
	Thursday, October 31	10:00am - 8:00pm
	Friday, November 1	9:00am - 4:00pm

Outdoor Booth Set-Up Times:	Thursday, October 31	10:00am-8:00pm-*No overnight security*
	Friday, November 1	9:00am-4:00pm

Holiday Market Times:	Friday, November 1	(4p-5:30p Vendor to Vendor shopping) 6:00pm - 9:00pm
	Saturday, November 2	9:00am - 6:00pm
	Sunday, November 3	11:00am - 4:00pm

Food Booth Open Times:	Friday, November 1	4:00 pm - 9:30pm
	Saturday, November 2	8:30am - 6:30pm
	Sunday, November 3	10:30am - 4:30pm

The Jefferson Civic Center will be shut down no later than thirty (30) minutes after the Market closing on Friday and Saturday night. However, vendors can arrive thirty (30) minutes prior to the Market opening on Saturday and Sunday morning to allow for any extra preparation for the day.

Security: The Jefferson Civic Center is secured through an offsite security company during non-operating hours, as well as security through local police overnight on Friday and Saturday.

Each participant is responsible for materials and equipment left on site. A release of liability form will need to be signed by all participants.

Vendor Setup:

We will have a check-in table at the front entrance of the building. Be sure to check in upon arrival.

Indoor vendors:

We have ramps at the front, rear, and side of the building. We have carts that can be used to assist you in loading from your vehicle into the building. They are limited, so we kindly ask that everyone unload them quickly into the booth spaces then return so others may use them. Also, everyone needs to be as quick as possible when unloading at the ramps and then moving their vehicles into the back parking lot to allow space for others to unload.

Indoor Booth Set-Up Times:	Wednesday, October 30	10:00am - 2:00pm
	Thursday, October 31	10:00am - 8:00pm
	Friday, November 1*	9:00am - 4:00pm*

****The front ramp will only be accessible for vehicle unload through 11am on Friday 11/1/2024.**

Outdoor vendors:

After checking in and finding your space you may pull vehicle to the space and unload quickly then move your vehicle to allow others to get in and out. The outdoor market area does not have enough space to park next to your booth space. Regular tent spaces are 10x10 spaces. Trailer spaces need to include full length needed on application so we can properly assign spaces. No vehicles may stay connected, you must drop and leave trailer for the duration of the Market.

*****Trailer spots drop off Thursday morning at 10:00 am**

Outdoor Tent Booth Set-Up Times:

Thursday, October 31	10:00am-8:00pm- *No overnight security available*
Friday, November 1 *	9:00am-4:00pm

*****No vehicles may be in the outdoor vendor area after 4pm Friday November 1.**

Parking:

Beginning Friday November 1 we ask that all vendors please park in the very back of the gravel parking lot. We want to keep the premium spots for the customers.

2024 Jefferson Holiday Market Registration Rules and Procedures

- Complete and sign the official Jefferson Holiday Market registration and release of liability forms. Please return forms along with payment. A signed application constitutes a contract to follow all rules and regulations. It is a contract to participate, personally, if accepted.
- All vendors must submit at least two (2) photographs of the items that will be sold in your booth and one (1) photo of your booth set-up. If this is your first show and you do not have a picture of your booth set-up this does not mean you will not be accepted to the market. All photos may be submitted via email to communications@cityofjeffersonga.com or attached to your application. Your photos are very important for acceptance to the Jefferson Holiday Market and may be used in advertising. The photos become the property of the Jefferson Holiday Market and will not be returned.
- Selection is based on quality, originality, creativity, and attractiveness of your booth display. All arts and crafts media is eligible. Buy/Sell items are eligible, but will be limited. Only one representative of companies such as Pampered Chef, Scentsy Candles, Mary Kay, Thirty-One, etc. will be accepted. This show is promoted as a one stop holiday shopping opportunity and is **not exclusively a craft show**.
- No advertising or advocating for anything other than your own booth items and business as submitted in your registration form.
- Notification of acceptance will be emailed within 30 days of receipt of your registration and payment. The Holiday Market Committee reserves the right to decline any entry. If a registration is not accepted, a refund of the booth rental will be processed.
- Booth space may be shared, but all items to be sold in your booth must be listed on your registration form along with all contact names for everyone sharing the booth.
- All food vendors must send the registration form, payment, and menu for space reservation. There are limited booth spaces for food vendors. Variety and promptness can assist in securing an open spot.
- All booths must be set-up by 4pm on Friday, November 1st. Vendor shopping and Dessert Reception open from 4pm-5:30pm. Food vendors should be prepared to sell by 4pm on Friday, and stay open 30 minutes after closing each day. Food booths can stay open up to one hour after closing on Sunday, November 3rd.
- Taking apart, breakdown, and/or removal of booths will not be allowed before Sunday, November 3rd, at 4pm and must be completed by Sunday, November 3rd, at 7pm.
- All booths must be staffed at all times during the Market hours of operation. Customers cannot buy items if there is no one in the booth.
- Vendors only have access through the loading dock entrance **before and after** Market times. Doors will be open at 8:30am on Saturday and 10:30am on Sunday. Loading dock doors will be locked and closed during Market times.
- Each vendor will receive two (2) passes for use over the entire weekend. Vendors/booth workers who arrive without proper admission passes will only receive admittance to the Market through the main entrance at the appropriate admission charge.
- Additional vendor passes good for weekend admission may be purchased for \$5.00 per pass. Additional passes must be purchased by 4pm on Friday, November 1st. **THE “NO PASS-NO ADMITTANCE” POLICY WILL BE STRICTLY ENFORCED. THERE ARE ABSOLUTELY NO EXCEPTIONS.**
- Vendors will be expected to park in the back gravel lot, in order to keep the premium spots, open for the customers.
- Our Friday night dessert reception for vendors and vendor to vendor shopping will be open from 4pm-5:30pm. We ask that you return to your booths quickly to be ready for the public. We open the doors to the public promptly at 6pm.
- Any cancellation before September 1st: Full Refund, minus \$25 processing fee. Cancellation after September 1st: NO REFUND.
- Jefferson Holiday Market is a Rain or Shine Event. Outside vendors are encouraged to prepare for all types of weather. Refunds will only be given if the event is canceled.
- Registration after September 1st will result in a late registration fee of \$15.00.