



Bainbridge Chamber of Commerce  
P.O. Box 755  
Bainbridge GA 39818  
229-246-4774  
www.bainbridgechamber.com

**River Town Days**  
**March 14 & 15, 2020**  
100 Boat Basin Circle, Bainbridge GA  
Coordinator: Anna Kinchen  
Facebook: River Town Days

### **River Town Days Dates and Location**

The River Town Days Celebration is a two-day, outdoor festival complete with competitions and concerts that takes place at the Bainbridge Georgia Boat Basin along the banks of the beautiful Flint River. The event is put on by the Bainbridge-Decatur County Chamber of Commerce. Attendance in 2019 was estimated at 13,000. **River Town Days will have two vendor opportunities.** We will have an open marketplace for all vendors set up on the quad alongside the performing arts stage. We will also have an exclusive Southern Artisan Market set up down Hatcher Rd, adjacent to the performing arts stage and quad. All artist booths will be setup in close proximity to the river, children's activities, competitions and music concerts.

### **Requirements of the Southern Artisan Market**

Items offered for sale at the River Town Days Southern Artisan Market must be handmade, recycled, upcycled or produced in the South.

#### **Marketplace Vendor**

Saturday and Sunday 10AM Until Close  
12x12 Booth Space for 10x10 Tent  
\*Tent and Setup Provided by Vendor\*  
**\$125**

#### **Southern Artisan Vendor**

Saturday 10AM-7PM & Sunday 10AM-5PM  
12x12 Space Booth Space for 10x10 Tent  
\*Tent Provided by Chamber of Commerce\*  
**Booth Options: 125 Available Spaces in 2020**  
**\$150**

#### **Custom**

Saturday and Sunday  
Location Dependent on Services and Products  
Custom Dimensions  
**Contact for Quote**

### **Registration & Booth Fee**

Applications must be completed in full and submitted with a booth payment and photos of products offered. Print photos will not be returned. No application will be accepted without the complete application package, photos and booth fee. Acceptance is determined by the River Town Days Committee. Submission of an application does not guarantee a booth. Show directors reserve the right to decline applications based on the proposed items and refuse admittance to anyone whose work is deemed offensive or of questionable taste.

## **Jury Process**

Jurors look for quality and innovation. Exhibitors with similar products are limited. Jury members review only the completed applications submitted. The jury works to complete our ultimate vision: to create a positive experience for our vendors, and the families that visit our festival. When the jury is complete, the results are presented to the director who then notifies the selected applicants. *\*RTD does accept supplemental & additional documentation for applications (previous booth setups, etc.)*

## **Confirmation**

Upon application review, the River Town Days Committee will send you an email confirming your approval or denial with 60 days or your submitted application.

## **Cancellation & Refund Policies**

There is no rain date and no refund in case of inclement weather. If a vendor is declined, the booth fee will be returned via check.

Refunds requested before:

January 1st: Fees will be refunded less \$25 processing charge

February 1st: 50% refund

NO Refunds after February 1, 2020

“No Shows” who do not notify the Bainbridge Chamber of Commerce by phone or email prior to opening day will not be considered for future application and will not receive a refund. Assigned artist space will be forfeited to a wait-list artist.

## **Advertising**

The Bainbridge-Decatur County Chamber of Commerce River Town Days Festival will place event advertisements with media outlets servicing the region. Advertising will also be done through the Chamber of Commerce’s website and social media pages.

## **Tent Policy**

Vendors who elect to be a Marketplace Vendor must supply their own Tent. Vendors who elect to be a Southern Artisan Vendor will have a solid white, 10x10 tent available, set up and broken down for you. Tent rental information is available upon request.

\*Your set up is important to your business, and the safety of you and your neighbors. A professional display reflects on you as well as the event. We appreciate your compliance.

## **Booths**

Booth assignments, festival map and set-up procedures will be posted online via the Bainbridge Chamber of Commerce website at [www.bainbridgechamber.com](http://www.bainbridgechamber.com) by Wednesday March 11, 2020. Booths will be pre-assigned. The River Town Days Committee has the discretion to assign and re-assign booth spaces, so that similar booths are not too close in proximity. If you want a space near another vendor, you must apply at the same time to ensure that you are located next to one another.

Each exhibitor must provide his/her own tables, tablecloths, displays and signage. We ask each exhibitor to take appropriate measures to make sure space and surroundings are safe.

Sound devices, music and/or motion pictures are restricted to within exhibitor's booth and must be kept below annoyance level as decided by the River Town Days Committee. No flashing lights are permitted.

**Animals and pets are not permitted in the event facility or neighboring outdoor event grounds except in conjunction with aids to the disabled. Animal owners must properly dispose of pet waste.**

No Smoking is Allowed

The Bainbridge-Decatur County Chamber of Commerce reserves the right to remove any exhibitor and/or vendor from the event who does not adhere to all Rules & Regulations set forth by the Chamber of Commerce. Exhibitors and/or vendors in non-compliance will not be invited back to future events.

### **Grounds Security**

The RTD Committee provides overnight grounds security for vendor booths. Please keep vendor products and valuables under personal supervision before and during the Market.

### **Electricity**

Electricity is provided to a select number of vendors. Please state if your booth will require electricity in your application. Exhibitors must provide their own heavy-duty extension cords and power strips.

### **Taxes**

Exhibitors are responsible for handling their sales transactions and Georgia Sales Tax.

### **Setup**

Booth setup is to take place between **2PM and 5PM on Friday March 13<sup>th</sup> and 7AM to 9AM on Saturday March 14<sup>th</sup>**. All Booth vendors must check in with the Chamber of Commerce Events and Communications Coordinator (Anna Kinchen) no later than 9am on Saturday March 14<sup>th</sup>.

All vehicles must be off Hatcher Rd by 8:30AM on Saturday March 14th. After 8:30AM, you may continue to unload in a designated parking area across from the booths in the guest parking area.

### **Hours of Booth Operation**

Marketplace Vendors must have representatives present at all times during event are expected to be in operation from 10AM-11PM on Saturday March 14<sup>th</sup> and 10AM-5PM on Sunday March 15<sup>th</sup>.

Southern Artisan Market Vendors must be open for sales and operation from 10am to 7pm on Saturday March 14<sup>th</sup> and 10am to 5pm Sunday March 15th.

All vendors are responsible for their own security during the event.

### **Cleanup & Breakdown**

ALL goods, tents and staging items must stay in place until the end of the RTD festival at **5:00PM on Sunday March 15**. (Violation of this rule will result in a vendor not being re-admitted to future events). Vendors will pack up their tent and booth items before bringing their vehicle into the venue areas.

Remove all trash, cardboard and zip ties/plastic tie downs. Cardboard boxes must be broken down for easy disposal. Exhibitors who fail to properly clean their area will be fined \$100 and will lose the right to participate in future festivals. Trash and vehicles must be removed from space by midnight following the event.

## Liability

By signing my signature on the preceding page, I (the participating exhibitor) agrees to indemnify and hold harmless the River Town Days Festival and the Bainbridge-Decatur County Chamber of Commerce and its officers, directors, representatives, employees, and agents against any and all claims of any person whomsoever, arising from the acts of omission of the participating exhibitors, its representatives, employees, agents, patrons, or guests. Neither the River Town Days Festival, the Bainbridge-Decatur County Chamber of Commerce and its volunteers, nor the City of Bainbridge shall be liable for any loss or damage of exhibitor's property or person. The participating exhibitor agrees to accept as conclusive and binding, the decision of the River Town Days Festival as to any dispute or matter not covered by the terms of this Participation Agreement.





**RIVER TOWN MARKET VENDOR/EXHIBITOR APPLICATION: March 14 & 15, 2020**

Along with your application please include the following:

- Pictures
- Total Payment: Make your check **payable to River Town Days**
- We will not accept applications without payment.
- Acceptance in the show is determined upon uniqueness of product and attractiveness of set-up.
- If you are not accepted into the festival, you will be advised within 60 days of submitting application

**Please Confirm Booth Package Below**

**Package A**

**Package B**

**Package C**

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

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

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

City, State, Zip Code \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

**Will you use a trailer to supply your booth? Yes No If yes, size: \_\_\_\_\_**

**Will your booth need electricity? Yes No**

**Will you use a generator? Yes No**

**NOTE:** This is a 2-day event. Your booth must be fully set up by 9:00am on Saturday March 14th. Breakdown is on Sunday March 15<sup>th</sup> at 5PM. Spaces will be assigned at the discretion of the River Town Days committee. The RTD committee reserves the right to refuse an exhibitor application. Exhibitors with similar products will be limited.

*I/we have read and understand the Terms of Participation Agreement. I understand the River Town Days Festival Committee, the Bainbridge-Decatur County Chamber of Commerce and its volunteers and the City of Bainbridge will accept no responsibility for accidents, damages or injuries that may occur through my participation and I do hereby agree on behalf of my heirs, executors, administrators and assigns to release them from any and all liability.*

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Please complete the application, and jury sheet and return to: *Chamber of Commerce, P.O. Box 755, Bainbridge, GA 39818*

All applications are due no later than **Friday, January 31, 2020.**

**Product Category:** \_\_\_\_\_

**Special Requests:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**List all product types you will be selling:**

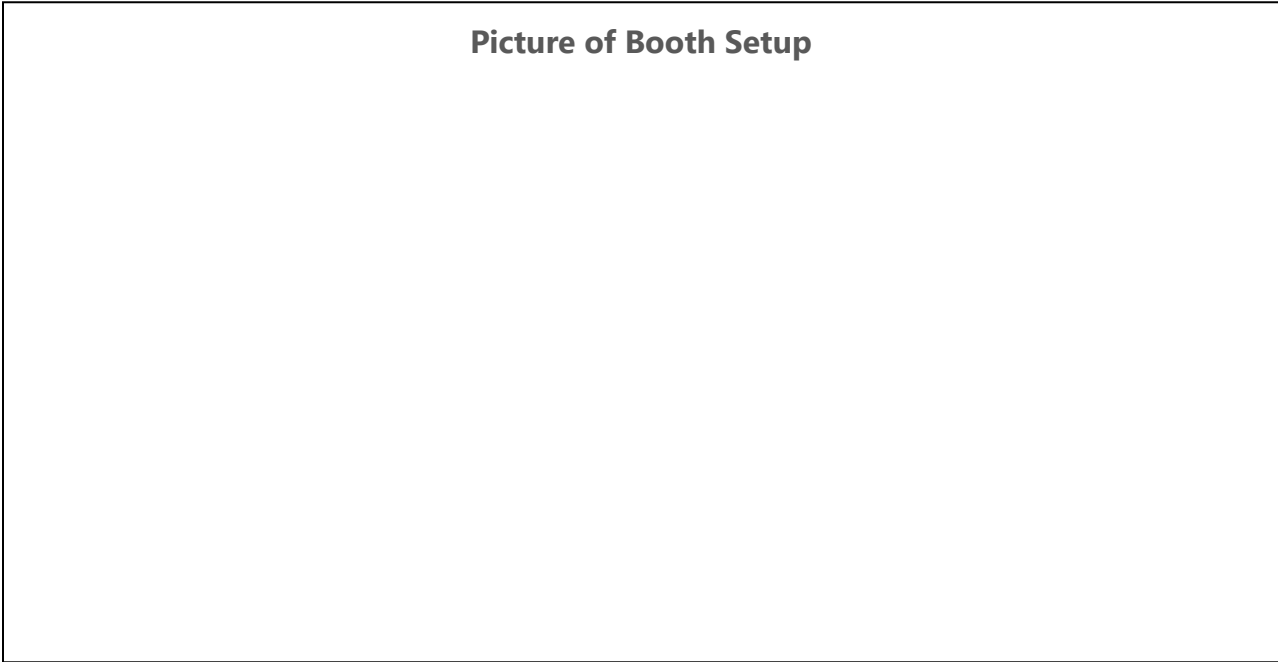
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**Give price range that you will be selling items for:**

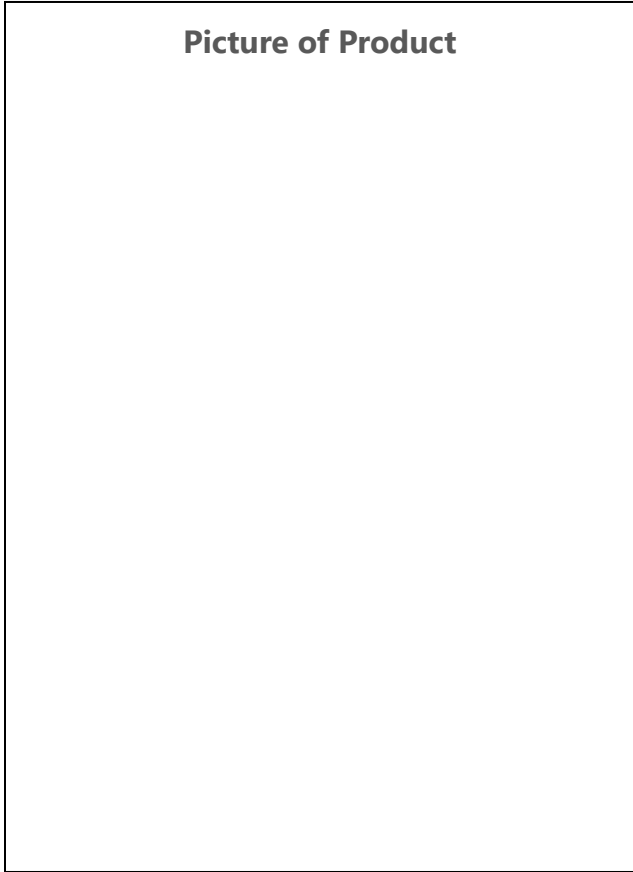
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**Photos:** You may attach your photos to the application, they do not have to be pasted in the boxes below.

**Picture of Booth Setup**



**Picture of Product**



**Arts / Crafts: Picture of Product Being Made**

