



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

River Town Days Concessions Vendor
March 9, 2024
100 Boat Basin Circle, Bainbridge GA
www.RiverTownDays.com

The River Town Days Celebration is a one-day outdoor festival complete with music concerts, an artisan marketplace featuring handcrafted and upcycled goods, kids rides, and community competitions. The event takes place at the Bainbridge, Georgia Earle May Boat Basin, along the banks of the beautiful Flint River. The event is put on by the Bainbridge-Decatur County Chamber of Commerce. Annual attendance is estimated at 10,000. We look forward to seeing you there!

DATE: Saturday, March 9, 2024

TIME: 9:00 a.m. to 9:00 p.m.

LOCATION: Earle May Boat Basin Park, 100 Boat Basin Circle, Bainbridge, GA 39819

FESTIVAL ADMISSION: Free

PRODUCED BY: The Bainbridge-Decatur County Chamber of Commerce

MARKETPLACE & CONCESSIONS CONTACT: Christine Welsh 229-403-7736

FIND US ON FACEBOOK: Bainbridge River Town Days

FOR MORE INFORMATION: www.RiverTownDays.com

Festival details are subject to change. River Town Days is a rain or shine event.

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. Event 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.

Confirmation

Upon application review, the River Town Days Committee will send you an email confirming your approval or denial within two weeks of the festival.

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 or online refund.

Refunds requested before:

February 1: Fees will be refunded

February 15: 50% refund

NO Refunds after March 1st

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.

Animals and pets are not permitted in the event facility or neighboring outdoor event grounds except for service animals required because of a disability. Service animals must be harnessed, leashed, or tethered at all times. Service animal owners must properly dispose of pet waste. Please let us know in advance if you have a service animal.

No Smoking is Allowed in the event facility or neighboring outdoor event grounds.

Parking

Parking next to your booth is not permitted. Parking is in designated areas only. Handicap parking is limited. If you have a handicap parking permit, please let us know in advance and we will try to accommodate requests for a closer booth space to the handicap parking.

No Shows

“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.

Booths

Booth spaces are pre-assigned. Each exhibitor must provide his/her own tables, tablecloths, displays, signage, and tents. We ask each exhibitor to take appropriate measures to make sure space and surroundings are safe. Sales shall be confined to the assigned area – no hawking will be allowed. Vendors shall insure that all signage, wires, cords, and awnings are in good working condition and shall not be placed in a manner that is hazardous to pedestrians.

Grounds Security

The RTD Committee provides overnight grounds security for vendor booths on Friday, March 8th. Please keep vendor products and valuables under personal supervision before and during the Market.

Electricity

Electricity is not provided. Small generators are allowed.

Taxes

Exhibitors are responsible for handling their sales transactions and Georgia Sales Tax (forms will be provided at check in).

Setup

Booth setup is to take place between **8AM and 5PM on Friday, March 8th** or **between 7AM and 8AM on Saturday, March 9th**. All Booth vendors must check in with the Chamber no later than 8AM on Saturday, March 9th.

Hours of Booth Operation

Marketplace Vendors must have representatives present at all times during the event and are expected to be in operation from 9AM-7PM on Saturday. ALL goods, tents, and staging items must stay in place until the end of the RTD festival at **7PM Saturday, March 9th**. (Violation of this rule will result in a vendor not being re-admitted to future events). **Marketplace Vendors may pack up their tent and booth items by 7PM, BUT vehicles are not permitted into the venue areas until after 9PM OR UNTIL THE HEADLINER BAND IS FINISHED.**

Concession Vendors must have representatives present at all times during the event and are expected to be in operation from 9AM-9PM on Saturday. ALL goods, tents, and staging items must stay in place until the end of the RTD festival and concert at **9PM Saturday, March 9th**. (Violation of this rule will result in a vendor not being re-admitted to future events). **Vehicles are not permitted into the venue areas until after 9PM OR UNTIL THE HEADLINER BAND IS FINISHED.**

Cleanup & Breakdown

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.

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.

Failure to Hold Event

In the event that River Town Days is not held due to a natural disaster or for any reason whatsoever, the participating vendor shall be entitled to a refund of the fee it paid to reserve its vending space and the participating vendor hereby releases the Bainbridge-Decatur County Chamber of Commerce and its officers, directors, representatives, employees, volunteers, and agents from any and all claims which might arise in consequence of River Town Days not being held.

Miscellaneous

The participating vendor agrees to accept as conclusive and binding the decision of RTD Festival as to any dispute between participating vendor and any other participating vendor or any person attending the RTD Festival as to any matter not covered by the Terms of Participation Agreement.

Liability

I (the participating exhibitor) agree 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.



Concessions Agreement to Participate – March 9, 2024

Complete the application and **pay online at www.RiverTownDays.com** or return by mail to: *Chamber of Commerce, P.O. Box 755, Bainbridge, GA 39818*

All applications and payment are due no later than **February 16, 2024**

Along with your application please include the following:

- Pictures of booth and complete menu
- Total Payment: Make your check **payable to River Town Days**
- No refunds will be made once application is accepted.
- We will not accept applications without payment.
- Acceptance in the festival is determined upon number of similar vendors and attractiveness of set-up.
- Positive history with festival organizers can result in immediate approval.
- If you are not accepted into the festival, you will be advised within 60 days of submitting application.

PLEASE PRINT

Vendor Name: _____ Contact Name: _____
Address: _____ City, State, Zip Code _____
Cell: _____ Email: _____
Website: _____ Social Media Pages: _____

Please **list all menu items** you intend to sell during the festival and include **a picture of your set-up:**

Please indicate your desire to participate below by checking the appropriate box:

Reserve my 20x20 space at a fee of \$300 to sell a **variety of food items**.

I will use the following in my set-up: Tent ___ Size? _____ Trailer ___ Size? _____ (Keep in mind trailer hitch and ramps)

Reserve my 15x15 space at a fee of \$150 to sell only **one type of food item**.

(For example: Shaved Ice is one type of food item, but you may sell many different flavors and sizes.)

I will use the following in my set-up: Tent ___ Size? _____ Trailer ___ Size? _____ (Keep in mind trailer hitch and ramps)

Power outlets and water will be available, but are limited. We highly encourage all set-ups to have the ability to be self-sufficient for power source; generators are allowed.

My signature below indicates I have read and understand the *Terms of Participation Agreement*.

SIGNATURE: _____ DATE: _____

Enclosed is my fee of \$_____ to reserve a concession space at the River Town Days Festival. Return this form with your payment to: **River Town Days, P.O. Box 755, Bainbridge, GA 39818**