



FOR MACC USE ONLY

Spaces Number(s): _____

Total Price: _____

Acceptance Date: _____

Invoice Sent: Y / N Date _____

Paid in full: Y / N Date _____

Balance Due: _____

Notes: _____

Merchants Association of Columbia County (MACC)

www.columbiacountyfair.net

FAIR VENDOR INDOOR APPLICATION

FALL FAIR November 2- Nov. 12, 2023

This fair application form for an INDOOR vendor space is to be filled out online, and emailed to vendor@columbiacountyfair.net. Please fill out all requested information. Questions can be addressed to Carol Gardner at the email address above. There may be a limited number of indoor vendor spaces available. The Merchants Association of Columbia County is a non-profit civic organization that uses fair proceeds to make charitable contributions to deserving organizations in our local community. Thank you very much for your interest in our fair. We look forward to working with you to make your exhibit a success. See you soon.

1. Exhibitor Organization Name: _____

2. Your Contact information:

a. Contact Name: _____

b. Email: _____

c. Telephone: _____ Cellular Telephone: _____

d. Mailing Address: _____

e. Website: _____

f. Other representatives who will manage booth space? Yes/ No.

Please list names, where possible. _____

g. In the event the fair hours change or a day is cancelled, please list the email for notification. _____

3. Exhibit Description & Brief Description of your product/services: _____

4. We will contact you via email upon receipt to confirm acceptance of this application.

5. RATES and DATES:

RETURNING Exhibitors are granted an EARLY Registration *discounted rate* for each 10'x 10' booth, in the early registration period. New and Returning Exhibitors are subject to GENERAL Registration rates, as of August 26, 2023.

- a. Standard Booth sizes are approximately 10'x 10'.
- b. *Please Mark (X) for booth space and fill in number where appropriate.*

EARLY Registration for prior exhibitors closes August 25, 2023	Rate**:
_____ Single Booth, 10'x 10'.	\$400
_____ Double Booth, 10'x 20'.	\$800
_____ Custom or premium INDOOR space, inquire for price.	

GENERAL Registration for all vendors opens August 26, 2023, at the regular rental rate.	
_____ Single Booth, 10'x 10'.	\$450
_____ Double Booth, 10'x 20'.	\$900
_____ Custom or Premium INDOOR space, inquire for price	

Website: www.columbiacountyfair.net

6. ALL REGISTRATIONS:

- a. 50% payment is DUE to secure a reservation for booth space; with the application.
- b. Applications are reviewed for approval. In the event an Exhibitor's application is not accepted, the Exhibitor payment will be refunded.
- c. ** **!!!NEW REQUIREMENT!!!** VENDOR INSURANCE for the rental period, on the Fairgrounds is REQUIRED. EITHER the Vendor provides Proof Of Insurance to the MACC Coordinator (vendor@columbiacountyfair.net) OR the Vendor Purchases Insurance via MACC for an additional **\$84/ fair**.
- d. Full payment due by September 27, 2023; including Proof of Insurance. See cancellation policy.

7. Cancellations:

- a. 100% if cancelled by Sept. 8, 2023.
- b. 50% if cancelled by Sept. 27, 2023.
- c. NO REFUNDS if cancelled after Sept. 27, 2023.

*Email is required to vendor@columbiacountyfair.net for notification of cancellation by the dates noted above, to qualify for the stated refund policy. Calling or texting the MACC

Coordinator is recommended (Carol- 706-831-5373) to ensure the cancellation is acknowledged.

****Proof Of Insurance (Pol) by Full Payment Date is REQUIRED to Complete the registration. Absence of Pol may cause the Vendor contract to be void and the space to be forfeited, and subject to Cancellation Policy dates.**

8. Booth Rental Terms:

- a. **Provided: 110V electrical access and a clean, empty display space. The space is approximately 10'x10'. Multiple & contiguous spaces can be contracted, as available and as agreed with the MACC Exhibitor Coordinator.**
 - b. **Provided: 2 Exhibitor Entry PASSES (per std. 10' x 10' space), at no charge. Additional passes may be obtained for a small fee.**
 - c. **Rental Period is exclusively for the fair duration; November 2 through November 12, 2023.**
 - d. **SET UP of a booth with your items/products MUST be the day before the fair begins Wednesday, Nov. 1, 2023 and completed by 3PM. No exceptions.**
 - e. **TEAR DOWN of the booth with all items/products may not be done before 9:00 PM the last Sunday of the fair. Otherwise, it must be done/completed on the Monday following the last day of the fair. All items are to be removed from the booth area and broom swept clean. No exceptions.**
 - f. **Exhibitors are responsible to manage hours, sales, services, display, and merchandising activities of the rented space. Exhibitors must do so without impeding fair thoroughfares, vehicle, & pedestrian traffic!**
 - g. **Exhibitors may at NO TIME install or operate or carry on, or offer a prize, directly or indirectly, either by your organization, yourself, agent, or employees anything that is in violation of federal, state, or local law. There shall be no guns ammunition, nudity or obscene material in the area. There can be absolutely no badges, clothing item, prize, literature, or any item that may, even remotely directly or indirectly, be associated with or related to any and all gang activity.**
 - h. **MACC expects friendly discourse with both fair management and with fair attendees. Reports or observations contrary to this may have an exhibitor removed, at your cost and expense, or closed; and you will not be able to participate in another MACC fair as an exhibitor. The MACC fairgrounds is private property and is subject to other restrictions, terms and conditions, not specifically stated in this document. Any MACC representative or agent shall have free access to your rented area at any time with no reservation or conditions. We reserve the right to relocate your display.**
 - i. **Exhibitors may not sublet booth space.**
 - j. **Exhibitors are encouraged to check the fair website daily to verify dates and hours of operation, as necessary or as may come into question. The website is usually updated within an hour of operational delays, cancellations, or special notices.**
- WEBSITE: www.columbiacountyfair.net**

9. Important Information: The following terms are granted upon rental of the exhibitor space.

MACC grants the vendor the privilege to erect and install in an indoor space as agreed to and designed by the MACC coordinator. MACC or its agents, members, or officers, are not liable to the above stated vendor for any and all loss, damage, or injury to the vendor or persons associated with the vendor. MACC is held harmless for any and all vendor incidents, regardless of cause.

If at any time in the opinion of MACC Fair management a vendor is found to be offensive and detrimental to the interest of MACC and the Fair event, the vendor in this contract will remove their exhibit from the fairgrounds on demand at the vendor's expense. There shall be NO REFUNDS in the event of such incident.

For violation of the terms stated herein and any and all matters involving any improper, illegal, or immoral activity as determined by the MACC Fair Management, this contract is void and a vendor exhibit will be closed with NO recourse open to that vendor or agent.

The vendor is encouraged to carry their own property and liability insurance as MACC will not be held liable for any Vendor activities or actions. Further, MACC reserves the right to modify dates and hours as necessary based on weather, safety, facility, or other factors.

MACC reserves the right to modify the fair dates or hours of operation, as necessary; which may be required for inclement weather, safety, or due to other unforeseen circumstances or events. Rental rates are for the duration of the fair and not pro-rated. Refer to website for updates, when necessary. www.columbiacountyfair.net

10. PAYMENT:

- a. Check payments; business or personal should be mailed to the address cited.
- b. Credit Card payment can be accepted, as coordinated with the MACC coordinator, Carol Gardner (706-831-5373). HOWEVER a 2.9% + \$0.30 charge MUST be added to your payment amount for Credit Card processing.
- c. Refunds, if applicable, will be made by check, to a postal address provided.
- d. All balances are due by Sept. 27, 2023.
- e. If paid by Credit Card, all remaining balances will be automatically charged to the Credit Card on file, by this deadline, unless otherwise noted in the application or in an email to vendor@columbiacountyfair.net , received prior to Sept. 27,2023.

Make checks payable to: MACC

**Mail to: MACC
 P.O. Box 204455
 Martinez, GA 30917.**

The Vendor signature below indicates this application/contract has been read, understood, and that the Vendor and all agents and associates agree with all stipulations stated herein:

Signature: _____

Print Name: _____

Date: _____