



## VENDOR INFORMATION SHEET

The Greater Columbus Fair has been a tradition in the Columbus area for years. We would like to welcome you as a vendor for this year's exciting event. Below are some rules and regulations that apply while you are on the fair grounds as a vendor.

### RULES AND REGULATIONS:

- ALL VENDORS MUST COMPLETE A VENDOR APPLICATION FORM AND RETURN IT TO THE COLUMBUS CIVIC CENTER OFFICE BY OCT 30, 2017.
- DEPOSIT MUST ACCOMPANY THE APPLICATION. NO SPACE WILL BE ALLOTTED UNTIL DEPOSIT AND APPLICATION ARE RECEIVED. ALL UNPAID BALANCES MUST BE PAID **BEFORE** A VENDOR IS ALLOWED TO SET UP.
- **NO OTHER REFUNDS.**
- VENDORS ARE RESPONSIBLE FOR CASH SALES AND THE SECURITY OF ALL MONEY.
- SECURITY IS PROVIDED OVERNIGHT THROUGHOUT THE FAIR GROUNDS; HOWEVER **WE ARE NOT RESPONSIBLE FOR ANY LOST, DAMAGED, OR STOLEN PROPERTY.**
- VENDOR SET-UP: TUESDAY, NOV 7<sup>TH</sup> AND NOV 8<sup>TH</sup> FROM 9AM – 3PM. PLEASE CONTACT THE OFFICE IF ADDITIONAL TIME IS REQUIRED. VENDOR LOAD OUT WILL BE ON SUNDAY, NOV 19<sup>TH</sup>, AT 11 PM.
- **VENDOR PARKING IS AVAILABLE. PASSES WILL BE DISTRIBUTED AT TIME OF CHECK-IN. NO TRAILERS OR VEHICLES ARE ALLOWED ON FAIR GROUNDS DURING OPERATING HOURS.**
- VENDORS WILL ENTER AND EXIT THROUGH THE VENDOR GATE. PASSES WILL BE DISTRIBUTED AT THE TIME OF CHECK-IN.
- THE GREATER COLUMBUS FAIR STAFF REQUEST THAT YOUR BOOTH BE OPERATIONAL DURING THE HOURS OF THE FAIR, YOUR COOPERATION IS GREATLY APPRECIATED.
- EACH VENDOR IS RESPONSIBLE FOR PAYING GEORGIA STATE TAXES.
- **VENDORS MAY NOT SELL ALCOHOLIC BEVERAGES.**
- A MENU AND PRICE LIST MUST ACCOMPANY THE FOOD VENDOR APPLICATION.
- VENDORS MUST PROVIDE THEIR OWN TENTS, TABLES, EXTENSION CORDS, CHAIRS AND ANY ADDITIONAL NEEDS.
- **ALL VEHICLES MUST BE OFF THE FAIR GROUNDS 30MINS PRIOR TO OPENING EACH DAY**
- **THE CIVIC CENTER WILL DESIGNATE A GREASE DUMP SITE, THIS WILL BE THE ONLY AREA THAT YOU MAY DUMP GREASE, VIOLATORS WILL BE FINED \$100 AND RISK NOT BEING INVITED BACK NEXT YEAR.**
- ALL FEES OF ANY APPLICATIONS THAT ARE DENIED WILL BE REFUNDED.

**Vendors, remember all of your workers must have a vendor pass in order to enter the fair. This will be strictly enforced this year. Again, thank you for participating in this year's Greater Columbus Fair.**