



2021 Back-to-Nature Holiday Market

Saturday, December 4, 2021

2021 GENERAL VENDOR INFORMATION & CONTRACT PROVISIONS

Applications **MUST** meet exhibiting/vendor criteria. Based on our experience, items priced at around **\$75 or below** are the most successful at this event. Please consider this when pricing your products. We have limited spaces available so be sure to submit your applications **before the deadline of September 3, 2021.**

****Please keep copies of everything that you submit for your records****

EXHIBITING/VENDOR CRITERIA

We will **only** be reviewing applicants from exhibitors and vendors that offer eco-friendly, handmade, and/or locally produced products that are suitable for holiday gifts. **We will limit the number of similar products sold so that those vendors have more success and the guests have more options.**

VENDOR SPACE

The vendor space will be located in the Chattahoochee Nature Center's Kingfisher Hall, Discovery Center, Green Roof, Meadow and Plaza Conference Room. **Guests will be entering and exiting throughout the day, so the space cannot be secured during the event.**

- **Your vendor fee provides you with an 8x8 foot space, 1-2 tables, and chairs.**
- The table size is 6' x 30".
- Vendors must provide their own tablecloth and décor.
- **Booth locations WILL NOT be changed during vendor set-up or the day of the event.**

***Please note that every effort will be made to accommodate your table request.*

Access is limited to electrical outlets due to safety and availability. Outlet access is an additional \$5 fee. If electricity is needed, the vendor is responsible for bringing any needed extension cord and/or power strip(s). **Wifi is NOT guaranteed** so please make plans accordingly. Vendors are also responsible for their own meal arrangements.

Vendor Set-Up: Friday, December 3rd between 12:00 pm and 4:00 pm
Saturday, December 4th between 7:00 am and 9:00 am

Event Hours: Saturday, December 4th between 10:00 am and 5:00 pm

Breakdown: Saturday, December 4th between 5:00 pm and 5:30 pm

Vendor parking will be on the field next to our Unity Garden the day of the event.

PLEASE plan on carpooling if possible since parking is limited.

APPLICATION DEADLINE

- **Application deadline is September 3rd.**
- All applicants will receive an acceptance or decline email **after September 17, 2021.**
- Accepted applicants must pay for their vendor booth **by October 1, 2021, failure to submit payment may result in the loss of booth space.**

*****PLEASE do not submit any payments with your application. Once selected vendors have been notified that they have been accepted, they can submit payment at that time.*****

QUESTIONS

If you need additional information regarding the event or have any pressing questions, please contact **Tamara Kinmon – t.kinmon@chattnaturecenter.org OR 770-992-2055 ext. 251**

2021 Back-to-Nature Holiday Market Vendor Application Form

VENDOR CONTACT INFORMATION (please print or type)

Name of Representative:

Name of Organization/Company:

Organization Mailing Address:

Website URL:

Mailing Address (if different from above):

Phone: Office -

Cell Phone -

Evening -

Fax:

E-mail:

INFORMATION & FEES (please check ALL that apply)

Retail Vendor: Vendors will be selected based upon selling products that are handmade or locally produced and suitable for holiday gifts. We strive to find a balance between product types.

Item Category:

- | | | | |
|--|---------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Crocheted/Knitted Goods | <input type="checkbox"/> Jewelry | <input type="checkbox"/> Wood Craft | <input type="checkbox"/> Children's Gifts |
| <input type="checkbox"/> Candles | <input type="checkbox"/> Eco-Friendly | <input type="checkbox"/> Bath Goods | <input type="checkbox"/> Food |
| <input type="checkbox"/> Glassware/Ceramics | <input type="checkbox"/> Art | <input type="checkbox"/> Other | |

- \$130 – Upper level Discovery Center
- \$115 – Green Roof - Outdoor Space, (pop up tents available)
- \$100 – Meadow – Outdoor Space, (pop up tents available)
- \$90 – Plaza Conference Room
- \$90 – Kingfisher Hall

*If space is available after October 1st, prices adjust to \$135, \$120, \$105 and \$95.

Electricity? **Please add an additional \$5 for electricity.**

How many 6' x 30" tables do you need CNC to provide? 1 OR 2 (please highlight or circle choice)

How many chairs do you need CNC to provide? 1 OR 2 (please highlight or circle choice)

Please briefly describe the products that you plan to sell.

(This information will publicly be used for marketing. Please describe your product/goods how you would like them portrayed)

Pictures are mandatory when submitting your application, especially if you do not have a website.

CNC reserves the right to switch out table size in the interest of availability and available space.

DEADLINE AND MAILING ADDRESS: Submit your application no later than September 3rd to:

Chattahoochee Nature Center, Inc. **ATTN: Tamara Kinmon** P.O Box 769769 Roswell, GA 30076

Office Use: Date Application Received _____ Date of Confirmation _____

PLEASE SIGN & RETURN THE FOLLOWING PAGE WITH YOUR APPLICATION



2021 Back-to-Nature Holiday Market

Saturday, December 4, 2021

2021 Back-to-Nature Holiday Market EVENT Vendor/Supplemental Food Contract Provisions

Your signature below indicates that you agree to follow these rules and regulations.

1. **CONTRACT:** The following rules and regulations become binding upon acceptance of this contract between the applicant (Vendor), its employees and agents, and the Chattahoochee Nature Center (CNC). The Vendor also assumes full responsibility for complying with any local, city, state, and federal regulations regarding permitting, sales, taxes, fire, electrical wiring, safety, and/or health. [Subject to City of Roswell and Fulton County codes]
2. **SPACE ASSIGNMENTS:** Booths will be assigned to Vendors. CNC reserves the right to assign or alter all exhibit locations as it deems advisable and in the best interest of the event.
3. **PAYMENTS:** Exhibitor and Vendor Fees are explained on the Vendor info sheet. Payments from accepted applicants can be made in person, by phone, or via mail. Payments MUST be received by **October 1, 2021** to: Chattahoochee Nature Center, Inc. P.O Box 769769, Roswell, GA 30076 ATTN: Tamara Kinmon.
4. **CANCELLATIONS:** **Cancellations must be requested in writing and received on or before November 5, 2021.** Requests should be made to: Tamara Kinmon – t.kinmon@chattnaturecenter.org. All registration refunds are subject to a 15% administrative fee. Please allow 2-4 weeks for refund. **NO refunds will be processed after November 12, 2021.**
5. **SAFETY:** Any/all electrical equipment, including signs and lights, shall be in good operable condition and able to pass the inspection of the local Fire Underwriters Inspection Bureau. Each Vendor agrees to be knowledgeable and responsible regarding ordinances and regulations pertaining to health, fire prevention, and public safety while participating at this festival. **To encourage social distancing, CNC has added additional locations on our grounds, as well as outdoor spaces for 2021. We also require that all vendors must wear face coverings at all times, and guests must wear face coverings in all indoor spaces, including the Discovery Center, Plaza Conference Room, Kingfisher Hall, and restrooms.**
6. **USE OF EXHIBIT SPACE:**
 - (A) Over-the-counter sales are defined as transfer of goods for money, check, draft, or other kind of payment. These sales will be permitted in accordance with facility, local, city, state, and federal regulations. These transactions must be made by the vendor – CNC is unable to assist with transactions. **CNC DOES NOT guarantee access to wifi.**
 - (B) Distribution by the Vendor of any printed matter, souvenirs or other articles must be confined to the assigned space. No undignified manner of attracting attention will be permitted. All exhibits must fit in the space provided.
 - (C) Exhibitors/Vendors shall reflect their company's highest standards of professionalism while maintaining the exhibit during the symposium hours.
 - (D) Exhibitors/Vendors shall arrange their exhibit so it does not obstruct the general view or hide the exhibit of others.
 - (E) Vendors/Exhibitors shall avoid using Styrofoam in food service, and instead offer visitors recyclable plates and utensils (preferably paper-based).
7. **SECURITY/LIABILITIES/INSURANCE:** Neither will CNC, their staff members, nor the representatives and/or employees thereof be responsible for any injury, loss and/or damage that may occur to the Vendor, to the Vendor's employees and/or property, from any cause whatsoever, prior to, during or subsequent to the period covered by this application/contract.
8. **AMENDMENTS TO REGULATIONS:** Any and all matters and questions not specifically covered by the articles in this contract shall be subject to the decision of CNC. They may, in the interest of the event, amend the

aforementioned items covered by this contract at any time and notice thereof shall be binding on Vendors equally with the foregoing rules set forth in this contract. CNC reserves the right to refuse space.

Signature: _____ Date: _____

Name (Printed): _____ Organization: _____