



Saturday, May 16, 2009
MERCHANDISE/CRAFT VENDOR GUIDELINES

Location: The Augusta Commons

Setup Hours: 8:00am

Event Hours: 12:30pm-9:30pm

All sales MUST concluded at 9:30 p.m. SHARP. ARC Sheriff's Department will enforce this time.

Booth Size: 10'x15' and will include 110 Volt outlets

AUGUSTA COMMON: Twenty (20) amp outlets are located at each booth space on the Augusta Common and are available for usage. There are five (5) 220 Volt outlets available in the Augusta Common for a fee of \$25.00. Each individual will be required to sign and be responsible for a power box.

Exhibitor must provide their own setup and equipment

Booth fee and space will be forfeited if exhibitor does not set up on time.

Prior notification of attendance of the Thunder Over Augusta must be received by **Monday, May 4, 2009**

No pets are allowed in booth spaces.

BOOTH FEES ARE NON-REFUNDABLE. Checks should be made payable to Thunder Over Augusta and are to be paid no later than May 13, 2009 by 5:00 p.m.

Exhibitor may sell only work in the categories for which they have been accepted. City of Augusta Special Events reserves the right to reject any entry found not to be in compliance with these rules.

The exhibition of all materials shall be in compliance with all applicable laws, rules and regulations of the State of Georgia and Augusta, Georgia. Georgia Sales Tax must be charged on all sales. If you have a Georgia Tax Number, this must be included on the application. Exhibitor is responsible for collecting and turning in all applicable taxes.



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Booths must be staffed and “open for business” at all time during operating hours. No exhibitor will be allowed to leave the venue prior to the close of the event.

No vehicles will be allowed in the exhibiting area (parked or in motion) during operating hours. You are encouraged to bring along push carts/wagons for transporting merchandise to your assigned area.

Booth spaces cannot be sublet to another exhibitor without prior approval by City of Augusta Special Events.

Exhibitor is encouraged to provide flyers or business cards to hand out to visitors.

Merchandise cannot block aisles or be set up in public walking areas; this includes the access lane of the Augusta Common. All supplies must be contained within your assigned space.

All tents must be free standing. Do not anchor tents by drilling through the bricks, asphalt, or cement.

City of Augusta Special Events cannot accept responsibility for lost or stolen items.

Exhibitor must cease all sales and begin dismantle of setup promptly at the end of the event. All power boxes will be collected exactly 30 minutes after the close of the event. The bollards at the ends of access lanes on the Augusta Common will be put back in place exactly one hour after the close of the event.

The on-duty Richmond County Sheriff’s Deputies have the authority to uphold all rules and regulations.

The City of Augusta Special Events office has the right to turn away vendors due to a duplication of products from other vendors who have been approved

Please make checks payable to THUNDER OVER AUGUSTA and return by fax or mail along with completed application to:

City of Augusta Special Events
836 Reynolds Street
Augusta, GA 30901
706/821-1756 (FAX)