



41ST ANNUAL HAHIRA HONEY BEE FESTIVAL

2022 ARTS AND CRAFTS CHECK IN/SET UP INFORMATION

FRIDAY, SEPTEMBER 30 – SATURDAY, OCTOBER 1, 2022

1. Vendors must check in at the train depot or Courthouse on Friday or Saturday morning between 7 and 9 AM to receive booth assignment and further instructions.
2. Vendors must be set up no later than 10 AM on Friday and 9 AM on Saturday. **Vendors must have their own tents, tables, chairs, displays and any other needed items to man their booth. Electricity is not available for craft vendors. NO EXCEPTIONS!** If you need to use a generator, it must be less than 60 db. Be sure that you indicate that you are using a generator on your contract.
3. Vendors must not block local business owners' entries or signages.
4. If you are a "buy/resell" vendor/dealer with companies like Paparazzi, Color Street, Mary Kay, Pampered Chef, etc., be sure to indicate that on the "Retail/Business Name" on the contract. We have learned that these companies only allow one vendor per event. The Honey Bee Committee is not responsible for verifying that there is only one dealer/representative from these companies if the correct retail business is not given on the contract.
5. A tent may be used in most areas and must be free standing. Be sure to bring your tent weights to anchor your tent. Four (4) inch metal stakes can be used in the depot area. Do not use stakes longer than this because of the irrigation system. We need to know the height of your tent in case you are assigned to a space on Main Street that has an awning.
6. Arts and crafts vendors may not sell any food items or bottled water from their booths. Prepackaged baked goods are permitted on a very limited space availability.
7. The majority of our spaces are 10' x 10'. We will offer a limited number of 5' x 10' spaces. **Free-standing tents, tables, chairs, displays, merchandise, etc., must fit within the booth space you choose. NOTHING IS TO EXTEND BEYOND YOUR VENDOR SPACE.** Do not put any items into a 5' x 10' space next to you, as the space might be assigned to another vendor. **You will be asked to leave the festival if you do not comply to this request.**
8. Vendors should plan to stay until 5 PM on Friday and Saturday. No early break downs on Saturday unless the Honey Bee Committee decides the crowds have dispersed enough to safely do so. Runners will notify you of our decision.
9. Upon leaving the festival, be sure that you have disposed of any empty boxes, trash, etc. by placing the items in a trash can or beside the trash can. Because we have a company coming in to clean the sidewalks, street and depot area, you should have your items removed by 6 PM.
10. **Vendor contracts must be postmarked on or before August 31, 2022, or a late fee of \$25 will be incurred.**
11. No refunds due to rain or any other inclement weather situation will be issued.
12. Continue to be mindful of COVID and be prepared to take all necessary precautions to protect yourself as well as others. More information will come later if needed.

This page has all the information you will need to check in at the train depot or Courthouse. It would be most helpful if you would keep it accessible before the festival.

For questions not covered on the information sheet or other concerns, call Darlene at 229-794-2214 or Hank at 229-251-5773 before the week of the festival. **If no answer, leave a message. Give us 24 hours to return your call.** Our fax number is 229-794-1208. Feel free to email me at dbkirkland66@gmail.com.

Email: honeybeefestival@yahoo.com

Website: www.hahirahoneybeefest.com

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41ST ANNUAL HAHIRA HONEY BEE FESTIVAL
 2022 ARTS AND CRAFTS VENDOR CONTRACT

FRIDAY, SEPTEMBER 30 – SATURDAY, OCTOBER 1, 2022

Fill out this contract and return with your check or money order to Hahira Honey Bee Festival;
 P.O. Box 487; Hahira, GA 31632. Make check or money order out to Hahira Honey Bee Festival.

CONTRACT DEADLINE: AUGUST 31, 2022. A \$25.00 LATE FEE WILL BE ASSESSED TO THOSE VENDORS WHOSE CONTRACT IS RECEIVED AFTER AUGUST 31. NO EXCEPTIONS.

FESTIVAL USE ONLY	
Date Rec'd:	_____
Amt. Paid: \$	_____
Ck/MO #:	_____
# Spac4s:	_____
2021 Space:	_____
2022 Space:	_____
Info. Updated:	_____

Please print:
 NAME (LAST) _____ FIRST _____

NAME AND PHONE NUMBER FOR EMERGENCY CONTACT: _____

RETAIL/BUSINESS NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: HOME: _____ CELL: _____

E-MAIL ADDRESS: _____

MERCHANDISE: (List ALL items to be sold.) _____

BOOTH(S) NEEDED FOR: _____ FRIDAY ONLY _____ SATURDAY ONLY _____ FRIDAY & SATURDAY

I AM USING A FREE-STANDING TENT: _____ YES _____ NO HEIGHT OF TENT IN FEET: _____
 (Tent height needed in case you are assigned to a space under a business awning.)

I AM USING A GENERATOR THAT IS LESS THAN 60 DB: _____ YES _____ NO

Remember no arts and crafts vendors are given electricity.

(Reminder: Free-standing tents, tables, chairs, displays, merchandise, etc. must fit within the space you choose. Keep in mind the COVID precautions for you and your patrons.)

NUMBER OF SPACES REQUESTED: _____ 10' X 10' (MAX OF 2) @ \$85.00 PER SPACE _____
 _____ 5' X 10' @ \$40.00 _____

If applying after August 31, add a \$25.00 late fee. _____

AMOUNT ENCLOSED: _____

SIGNATURE: _____ DATE: _____