

**2021 Spring in the Valley
Festival benefitting Specially Gifted Foundation
Vendor Application**

Event Date: Saturday, May 15th, 10 AM - 9 PM

Vendor Set-Up Hours: Friday, May 14th, 10 AM - 7 PM,

Must be set up and ready to go by Saturday at 9:30 AM

Event Location: Coosa Valley Fairgrounds, Rome, GA

Physical Address: 1400 Martin Luther King Jr Blvd SE Rome, GA 30161

To apply: Business Vendor fee of \$75 or Food Truck Vendor \$100 Type or Print all information on this form and

1. Meet with a Specially Gifted Fundraising Committee member to give printed form (or email to macey@specialygifted.org) and a non-refundable vendor fee to, committee members include Kandi Wade, Brey Bagley, Taylor Alvey, Lindsey Williams, or Macey Price.
2. MAIL along with non-refundable vendor fee to: Kandi Wade 201 Glen Miller Blvd. Rome, GA 30161. **Checks or money orders made payable to Specially Gifted Foundation, INC.** No debit/credit, Paypal, Venmo, etc. for vendor spaces.

Deadline to receive application: Friday, April 30th, 2021. Applications received after deadline: add \$10.

[Note: We strive to prevent duplication of identical items to keep competition low. If we decline your booth for any reason, your vendor fee will be returned to you.]

Vendor fees* Booth spaces are 12' X 12' unless otherwise specified. Vendors must bring all equipment needed (tables, chairs, etc.). Absolutely NO ELECTRIC HEATERS allowed in the building. Vendor booths will be inside a covered building. Food Trucks will be outdoors and responsible for all necessary equipment + cleanup.

Vendor Name(s): _____

Company/Business Name (if applicable): _____

Products you make/sell (please list all): _____

Contact Information: Email: _____

Mailing Address: _____

Phone numbers: (cell) _____ other: _____

I agree as the vendor, not to hold Spring in the Valley, Specially Gifted Foundation, or any of the hosts/staff/volunteers responsible for any injury, property damage, or theft of any kind, nor will be a party to any legal action against any of the above named. I also agree to be responsible for the collection of Georgia Sales Tax. The application will be returned without the signature below.

Applicant/Vendor Signature:

_____ Date: _____

Dear Vendors,

THANK YOU for your participation! We believe Spring in the Valley can be one of the best annual festivals around, and we couldn't say that if it weren't for our awesome vendors who want to be involved! It's not just a festival, it also benefits [Specially Gifted Foundation](#), a local charity organization that serves families who have children with disabilities. 2020 has been a year of uncertainties, to say the least. We are planning for Spring in the Valley as an in-person event, however, none of us know what the expectations or requirements will be by April.

Here are some steps we are taking in an attempt to make this work: 1. We are planning for the outside food trucks to have additional spacing between, to allow for more social distancing. Indoor vendors will have a more difficult time with spacing, so if you would like additional space, we will gladly try to accommodate your request. 2. Vendors and shoppers will be encouraged to wear masks.

We are planning a face-to-face event. In doing so - we will be paying for invitations, postage & other advertisements, in advance. If the event is canceled due to a mandated COVID shut down, ½ of your vendor fee will be returned to you & the other ½ will go towards the expenses previously mentioned. If you decide not to join us after you have applied, your vendor fee is non-refundable.

A. IF AT ALL POSSIBLE: Please plan to set up during the times listed on the application. All vendors should be set up and ready-to-go at event time. B. All vendor vehicles should be moved out of the main fairground front entrance no later than 930 AM Saturday. C. Have your booth set up & available for the entire time at least between 930 AM - 6 PM Saturday. You can stay set up for as long as you like (until the live music has stopped/the event is closed), but **please do not start to take-down or close-up before Saturday (6 pm)**. D. Have business cards or some other method of contact available for shoppers to pick up & take with them. We have heard shoppers tend to contact festivals after the event, trying to locate a specific vendor to purchase more items. Although we don't mind this, we are afraid we might be unable to locate the vendor they are describing. E. If applicable, have samples available for customers. In many festivals, we have heard this drastically increases sales.

F. Optional, but shoppers love this! Have a door prize that shoppers can register for & draw on Saturday afternoon. (We will advertise so that shoppers know to look for this.) G. Coordinate with neighbor vendors or friends/family to provide you breaks through the day. This will allow breaks, time to grab food, and go to the restroom. H. Please help us advertise the event. Invite family, co-workers, neighbors, church family, etc. Post on Facebook, Tweet, & use Instagram as you prepare for the event: tag us **@springinthevalleyga** and **@speciallygifted.foundation** plus use the hashtag **#SpringintheValley**. **Remember to mention there will be things for everyone in the family to enjoy.** We are always open to suggestions & ideas to make Spring in the Valley even better. If you have any, please share with us via e-mail or FB. Sincerely, Fundraising Committee of Specially Gifted Foundation * **If you have unanswered questions, please contact: Kandi Wade or Brey Bagley (coordinator & booth space organizers): wadekandi@yahoo.com or breybag@yahoo.com OR message us on Facebook! Mark your calendars! Spring in the Valley 2021 Date: Saturday, April 10th, 2021 12pm-9pm.**