

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. The past two years have been years 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 May.

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 8 AM Saturday. C. Have your booth set up & available for the entire time at least between 900 AM - 5 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 (5 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 Macey Price, Lindsey Williams, Taylor Salmon, or Kandi Wade (SGF Fundraising Committee): hello@speciallygifted.org OR**

**message us on Facebook! Mark your calendars! Spring in the Valley 2022 Date: Saturday, May 14th, 2022
9am-5pm.**