



2019 Ultimate Block Party | Vendor Application
April 26th 5-9PM | Downtown Douglasville
Application DEADLINE: April 12th, 2019

Contact Name: _____
 Business Name (if applicable): _____
 Address: _____
 City: _____ State: _____ Zip: _____
 E-mail: _____
 Phone #: _____ Alternative #: _____

Vendor Classification: *Please circle one*

Business	Non-profit	Food	Dessert	Retail	Other _____
\$50	\$50	\$100	\$25	\$50	\$50

Please describe your booth set-up and products: ***Please attach photos if possible. Food vendors must attach full menu in order to be considered.***

Will you need a tent? YES NO
 Will you need a table? YES NO
 Will you need chairs? YES NO If YES, how many? _____ (we can only provide up to 3 chairs)
 Will you **require** electricity? YES NO (Please note that we may or may not be able to accommodate this request)

TOTAL VENDOR PAYMENT ENCLOSED: \$ _____

(One vendor payment per one 10X10 both space, only exception will be food trucks)

Please note that this is a rain or shine event. A refund will not be issued if weather does not cooperate.

Exhibitor/Vendor agrees to abide by the attached guidelines for the event. The City of Douglasville is not responsible for any damages or loss. Exhibitor/Vendor hereby indemnifies and agrees to hold harmless the event officers, committee members, staff and agents, the City of Douglasville, Douglas County, and the State of Georgia, against all claims, liabilities, damages and expenses (including the expense of litigation and attorney's fees) asserted against or incurred by them arising in whole or in part out of Exhibitor/Vendor's activities hereunder. Exhibitor/Vendor agrees that City of Douglasville may rescind this agreement and revoke immediately all of the rights of the Exhibitor/Vendor, his/her agents or his/her employees to exhibit space at the event for violation of the guidelines or any ordinance of the city of Douglasville or any law of the State of Georgia. Exhibitor/Vendor represents that all information provided in the application is true and correct. By signing below, Exhibitor/Vendor represents that he/she has read and understood all the guidelines attached.

Signature _____ **Date** _____

2019 Ultimate Block Party Application Submission Process:

	STEPS	TIMELINE
STEP ONE	Fill out the event application form and return to the Main Street Douglasville Office located at 6701 Church Street Douglasville, GA 30134. Please ensure that all required documentation is attached such as booth layout, menu items or product photos. All applications MUST be accompanied by your vendor payment. <i>We can accept cash, check, card or money order.</i> To make a payment over the phone, please call (678) 449-3198.	March 1 st until April 12 th at 5PM
STEP TWO	You will be contacted via email when your application is received.	All applicants will be notified by April 12 th .
STEP THREE	You will be notified via email of your booth location, map of event site, vendor load-in/out, etc.	This information will be sent multiple times. (April 16 th) (April 19 th) (April 25 th)
STEP FOUR	Arrive at the event site (6754 Church Street) at the appropriate time. Set-up will begin at 11AM and will conclude at 4PM. Roads will shut down for the event, so please arrive early. Any vendor who is not set-up by 4PM will be turned away.	April 26th

Questions? Give us a call at (678) 449-3198 or (678) 449-3102 or email our office at wattsb@douglasvillega.gov.