



Dear Vendor,

The City of Barnesville Downtown Development Authority will be hosting a “Christmas at the Ritz, A Holiday Marketplace” on Saturday, December 10, 2022, from 10:00am until 4:00pm, and you’re invited to participate! We are accepting vendors from all locations regardless of residency. This event will take place at the City of Barnesville Ritz Park, Forsyth Street, Barnesville, GA 30204.

Types of Vendors accepted:

- Arts & Crafts
- Direct Sales
- Pre-Packages Foods (i.e. honey, baked goods, jams/jellies, etc.)
- Antiques and collectibles
- Small business information booths
- Community Organizations

Vendor Fees: \$15 per space between Includes one 10’x10’ space. Space does not include electricity. Acceptable Forms of Payment: Cash, Company Check, Cashier’s Check or Money Order made payable to “City of Barnesville Downtown Development Authority.” No refunds will be given due to unforeseen circumstances. The event will be held rain or shine. A \$30 charge will apply to any returned check.

Vendor space is limited. Apply early for the best opportunity to be considered. Acceptance is at the discretion of City of Barnesville Downtown Development Authority. Vendors accepted to participate will be notified. All applications and vendor fees must be turned in by the deadline of December 2, 2022. Contact: Niki Sappington —[dda@cityofbarnesville.com](mailto:dda@cityofbarnesville.com) or 770-358-0181. You may phone the contact listed above for more information. A representative will call or email you with a confirmation when your application has been accepted. Please return your application early for the best opportunities. We look forward to your participation!

Sincerely,  
Niki Sappington  
Community Development Director

## Vendor Regulations

1. Vendors, who are not selling items, must offer a children's activity as part of their booth. This activity can range from an arts & crafts activity to a game of some kind.
2. Vendors are encouraged to decorate their booths.
3. Vendor set-up begins at 8:00 am and no earlier. All vendors must be set-up by 10:00am. If a vendor arrives after 10:00 am, that vendor will not be allowed to participate in the event.
4. Spaces are assigned on a first-come, first-served basis. We reserve the right to limit the number and types of vendors. If you require special accommodations due to a disability, please contact one of the event representatives.
5. After unloading for set-up, all vehicles must be moved to the vendor parking area before setting up any tables, tents, chairs, etc.
6. Vendors are responsible for their own booth set-up and clean-up.
7. The vendor fee does not include the cost of tents, tables, chairs, electricity, etc. Vendors must provide their own tents, tables, chairs, electricity, etc. Spaces are 10'x10'.
8. Electricity will not be provided. Vendors will need to provide their own generator if electricity is needed. Vendors must also provide their own extension cords and power strips.
9. All tie-downs must be self-contained.
10. NO STAKES can be driven into the grass/streets/sidewalks. The City of Barnesville will impose a fine if stakes are driven into grass/streets/sidewalks. Weights must be used to anchor your tents.
11. No refunds will be given once your payment has been accepted. Assigned booth spaces are final. You must register with event staff the day of the event. After you have completed registration, you may proceed to your assigned booth space.
12. Vendors are responsible to collect and properly bag trash within your sales location.
13. Booths must remain set up until the event is over. Vendors are responsible for providing or arranging for all necessary labor in unpacking, erecting, dismantling, and re-packing displays. Event staff is not available to assist with set-up or breakdown. You shall only store or display materials on appropriate surfaces of your booth and not in pedestrian aisles or on sidewalks.
14. Vendors should be out of the park by 5:30 pm due to the Barnesville-Lamar County Christmas Parade.
15. The event will occur regardless of the weather. Be prepared for any kind of weather—sun, heat, wind, rain or cold. The event will take place rain or shine.
16. No refunds will be given for any cancellation whether caused by the vendor or City of Barnesville Downtown Development Authority or event organizers.
17. All of your items are subject to approval by City of Barnesville Downtown Development Authority for quality and appropriateness for a family event, and you will not display or sell items prohibited by City of Barnesville Downtown Development Authority.
18. Food (like jam, honey, bread, etc.) will be allowed as long as it is prepackaged.
19. The following is a list of items that CANNOT BE SOLD at the event: Absolutely no fireworks or Snap-pops or similar items. No items that could be destructive to participants, vendors, and/or merchandise. For safety reasons, guns or any other weapons cannot be displayed or sold. No political merchandise.
20. Political campaigning is not allowed.



### Vendor Application

Please fill out and return this application to City of Barnesville Downtown Development Authority.

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Will you be bringing a tent?  Yes  No

Describe items that you will be selling:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Thank you for becoming a vendor.

Mail or email this Agreement to: City of Barnesville Downtown Development Authority  
109 Forsyth Street, Barnesville, GA 30204  
Email: [dda@cityofbarnesville.com](mailto:dda@cityofbarnesville.com)

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#### FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_ Date Fee Received: \_\_\_\_\_

Cash:  Check/Money Order:

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_