

# The Christmas Market Place Booth Application

**Benefiting Oglethorpe County Chamber of Commerce  
Dedicated to Building Business in Oglethorpe County**

**Friday, November 17<sup>th</sup> – 5:00pm – 8:00pm  
Saturday, November 18<sup>th</sup> – 10:00am – 5:00pm  
Sunday, November 19<sup>th</sup> - 12:00noon – 5:00pm**

**Old Crawford Depot  
1158 Athens Rd.  
Crawford, Ga. 30630**

Company or organization:

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Contact Person:

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Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Description of wares:

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Oglethorpe County Chamber of Commerce Member? YES \_\_\_\_\_ NO \_\_\_\_\_

If you would like to become a member of the OCCC please go to: [www.oglethorpeofc.org](http://www.oglethorpeofc.org)

**AGREEMENT and LIABILITY WAIVER AND RELEASE:** "I agree to participate in The Christmas Market Place as a vendor and will abide by the regulations listed above. I will be responsible for set-up, operation and clean-up of our booth area for the duration of the event. I, hereby assume all responsibility for, and risks and hazards of, participation in the rental activity planned by my group. In considerations of The Christmas Market Place providing permission to use the space requested, I, and all members of my rental group, do hereby release, The Christmas Market Place, Oglethorpe County Government, Oglethorpe County Chamber of Commerce, the City of Crawford, and Clifford Brooks, including all officials, officers, employees, sponsors, organizers, supervisors, volunteers, participants, and all other agents, of any and all other agents, of any and all claims, demands, rights, and causes of action of whatever kind and nature, arising from and by reason of, and all known and unknown, foreseen and unseen, bodily and personal injuries, damage to property, and the consequences thereof, resulting from participation in the rental activity planned by The Christmas Market Place.

By \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

## INTERIOR BOOTH SPACES

10' wide x 6' deep Interior side wall booth - Stone background wall	\$45.00 = \$ _____
8' wide x 6' deep Interior back wall booth – Stone background wall	\$40.00 = \$ _____
10' w X 10' d Interior corner booth with angle entrance- 2 Stone background walls	\$65.00 = \$ _____
8' wide x 6' deep Interior aisle booth: Central space – No background wall	\$40.00 = \$ _____
9' wide x 4' deep Interior end cap booth: Central space – No background wall	\$40.00 = \$ _____
6' wide x 6' deep Interior aisle booth: Central space – No background wall	\$35.00 = \$ _____

## EXTERIOR BOOTH SPACES

**This event is Rain or Shine...You will rent exterior booth spaces at your own risk!  
There will be no refunds due to weather. There will be NO overnight SECURITY!**

10' wide x 4' deep table space on the covered deck	\$25.00 = \$ _____
10' x 10' Exterior TENT space	\$25.00 = \$ _____
FOOD TRUCK space	\$40.00 = \$ _____

**Food Vending Space will be vetted and selected by committee.**

## INTERIOR AND EXTERIOR SPACES

**Chairs will be provided for each space at no charge**

**Electricity is extra: \_\_\_\_\_ Yes \_\_\_\_\_ No** = \$5.00 \_\_\_\_\_

**Please let us know what your electrical requirements will be:**

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### Table Rentals are available:

6' round table @ \$10.00 per table _____ Yes _____ No - Number of tables _____	= \$ _____
30" x 8' rectangle table @ \$10.00 per table _____ Yes _____ No - Number of tables _____	= \$ _____

**Amount Due: \$ \_\_\_\_\_**

**Current Chamber members please deduct discount of \$5.00 per booth: \$ \_\_\_\_\_**

**Total Amount Due: \$ \_\_\_\_\_**

**Interior spaces are limited – first come first served!**

**If the booth space you choose is already reserved, we will contact you with available alternates.**

**Parking is Free!**

**Attach payment for space made out to “Oglethorpe County Chamber of Commerce”  
and mail by November 10<sup>th</sup> to:**

**Oglethorpe Chamber of Commerce  
P O Box 56  
Crawford, GA 30630**

**Or email application to reserve space and then mail check.**

**You can also email or call with questions or to let us know of any special needs.**

**[oglethorpechamber@gmail.com](mailto:oglethorpechamber@gmail.com)**

**Chamber office: 706-743-3113**

**SET UP TIMES:**

**Thursday November 16<sup>th</sup> - 10:00am – 6:00pm**

**Friday November 17<sup>th</sup> – 10:00am – 3:00pm**

**All Booths MUST be set up by 3:00pm!**

**COMPANIES AND INDIVIDUALS ARE ENCOURAGED TO DONATE:**

**DECORATED Christmas Trees or Wreaths which will be auctioned LIVE on Sunday at 3:00pm. Any size or theme is welcome!**

**Any other high value item for the Live Auction!!!**

**Cakes, Baked Goods, Gift Baskets, Gift Cards, or other items to the SILENT AUCTION. Silent Auction will end on Saturday at 5:00pm. You do not have to be present to win Items must be picked up 5:00pm on Sunday! NO EXCEPTIONS.**

**Jams, Jellies, Craft items, Christmas decorations, or other Seasonal appropriate items to be sold to benefit the Chamber.**

**Please list any items you will be donating: \_\_\_\_\_**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **Value of Donated**

**Item(s):** \_\_\_\_\_

# Christmas Market Place in Crawford

## November 17th – November 19th, 2017

1. This is a three day event – Friday November 17<sup>th</sup> (5 to 8), Saturday November 18<sup>th</sup> (10 to 5), Sunday November 19<sup>th</sup> (12 to 5). At the Historic Crawford Depot – 1158 Athens Road, Crawford, GA 30630
2. Unless you are renting tables, please bring your own to set up your wares (make sure to adhere to the size of your booth).
3. **Food vendors** will be required to set up in outdoor areas (see application). You must set up this type of space before 4:00pm Friday, November 19<sup>th</sup> or before 9:30 on Saturday or 11:30 on Sunday. You must contact us (706-743-3113 or 706-340-1049) with an arrival time so we will have your space marked off for you. There is no overnight security. Bring long drop cords if you are ordering electricity.
4. **Please decorate your area in the spirit of the season.**
5. **Booth Set up:** Start no earlier than 10:00am on Thursday November 17<sup>th</sup> and **must be completed by 3:00pm on Friday, November 18<sup>th</sup>.** The event starts at 5:00pm Friday, November 19<sup>th</sup>.
6. You must unload your vehicle as quickly as possible and move it to a parking area.
7. If you need **electricity** we must know **in advance** in order to place you near an electrical box and have sufficient power for your displays. **Electricity is an additional \$5.00 above booth rental.** You must supply your own drop cords and extension cords.
8. **You are responsible for clean-up and any trash at your site - please bring trash bags.**
9. All products and services must be family friendly and appropriate for all ages. Vendors displaying products and services not deemed appropriate will be asked to remove their products and/or services and will not receive a refund.
10. All exhibitors are responsible for their own personal and property liability.
11. Each exhibitor is responsible for holding appropriate business licenses and collecting and remitting 7% Georgia sales tax (Oglethorpe County).
12. No application will be accepted without the signed waiver form.

Keep this page as it lists information that you will need to know.