



## GUIDELINES / RULES & REGISTRATION / BOOTH INFORMATION

*If you cannot participate on Friday and Saturday, please do not apply.*

*Friday Night Extravaganza is a ticketed event.*

*Food, beverages, entertainment, and pre-show shopping.*

*Saturday Market - Open to the public.*

*A donation is taken at the door.*

- Vendors must complete and sign a registration form. Payment in full is required with registration.  
**Mail both to 83 Pioneer Road, Jasper, Georgia 30143**
- Deadline for Vendor registration is July 1, 2024, with a fee of \$85 per booth. If registering after July 1, the fee is \$95 per booth. *Those chosen to participate will be notified by September 1, 2024.*
- Electricity, tables, and/or chairs are an additional fee of \$10.00.
- Registration payment will be returned to those not selected to participate. **NO REFUNDS** will be made to those vendors chosen to participate in the 2024 Holiday Market.
- We reserve the right to place limits on “same type” businesses in order to have a good balance of products and services represented. Vendors will not be allowed to set up their table on the day of the event if they have not accurately provided all their information as far as set up, display, and payment in full has been received.
- Each vendor is asked to donate a door prize for our gift baskets that will be awarded to ten lucky winners of the “Shop ‘Til You Drop” game. These will be collected on Friday, November 18 during Vendor Set-Up.

### BOOTH SET-UP AND DISMANTLE

- **Booth set up will be on Friday, November 22, from 10:00 a.m. to 3:00 p.m.** All booths must be set up by 3:00 p.m. We will clear the hall at 3:15 p.m. Vendors are encouraged to leave for dinner or a break – returning at 4:00 p.m.
- **You may return on Saturday, November 23 at 8:00 a.m. to refresh your merchandise and booth.** All booths must be ready by 8:30 a.m.
- There will be a quick vendor meeting at 4:00 p.m. on Friday and 8:30 a.m. on Saturday.
- Display space is 8 x 8 (ballroom), 11 x 6 (front halls), 16 x 4 (back hall). *Some booths will be in the hallways. The first vendors registered will be placed in the ballroom.*
- Limited electricity is available at an additional cost of \$10 on a first come first serve basis.
- The event location is wi-fi friendly and all participants may access it at no additional charge.
- **Unload / Load** – Double doors are located at the back of the college. Vendors will unload and move their vehicles to the designated vendor parking.
- A representative of your business must be always present at your booth during the event's operating hours.
- NO vendor can dismantle their booth before the close of the market.
- Complete dismantle and removal from the facility will be 1 HOUR after closing – 5:00 p.m. No exceptions will be made. This is a policy from the venue. Make arrangements for extra help if needed. Please take all trash to the trash area. The venue will take care of dismantling all the tables.
- Only vendors are permitted to distribute literature or display materials at the event.
- There can be no open flames at Chattahoochee Technical College.

### PUBLICITY AND MARKETING

- You are your best advertiser. Share our Facebook, Twitter, Instagram, and other social media posts. We will be blasting photos, articles, and other marketing materials on social media, and in print media.
- The Holiday Market logo may be used by all vendors in print and electronic communications. We can provide you with a pdf or jpeg logo.

### FRIDAY NIGHT EXTRAVAGANZA TICKETS

- Vendors may purchase tickets to the Friday Night Extravaganza – these tickets will permit you to participate along with our attendees in the food, beverages, and activities of the evening. PRE-SALE tickets are available.

*Holiday Market is a non-profit event benefitting North Georgia Family Partners*