



VENDOR APPLICATION FORM

APPLICATION DEADLINE: OCT 28, 2022 – IF SPACE IS AVAILABLE

ABOUT

The Albany Museum of Art is presenting AMA ChalkFest, a festival featuring professional chalk artists, as well as craft beers, live entertainment and more. It is a one-day event.

DATE/TIME/PLACE

Saturday, November 19, 2022 from 10 am until 5 pm, Downtown Albany, Georgia.

BENEFIT

The AMA ChalkFest benefits the Albany Museum of Art, whose mission is to build community in Albany and Southwest Georgia through art. To learn more about the AMA, visit our website www.albanymuseum.com.

ACCEPTED VENDORS

Art and small business vendors are accepted. (Food Truck and Georgia Grown Food Village applicants have a separate application form.) Exclusivity is not guaranteed to any vendor.

FEES

The price for the 2021 AMA ChalkFest vendor booth price is **\$75** for a single space and **\$125** for two spaces. No fee for local Non-Profits. There is a **\$50** fee that will be charged for returned checks.

BOOTH

One 10-by-10-foot space will be blocked off for your business. You may not sell outside your space without permission from the event director.

VENDOR RESPONSIBILITIES

All vendors must supply their own power and water, be self-contained and set up on time. Set-up time is **7 am to 9 am on Nov 19**. Early setup may be available on Friday, Nov. 18. You will be alerted at a later time if that is available. Vendors supply their own tents and chairs.

PARKING

As a festival courtesy, each vendor may park one vehicle and trailer in the exclusive Vendor Parking lot. parking is available on downtown Albany parking decks on Washington Street, across the street from ChalkFest, and Jackson Street, a block from ChalkFest. Parking also is available on downtown Albany streets outside the festival area. No cars will be permitted in the festival area with the exception of set-up and break-down times.

SECURITY

Security will be provided by the AMA and the City of Albany throughout the AMA ChalkFest. Please be aware that the staff and volunteers with the Albany Museum of Art, City of Albany and AMA ChalkFest will not be liable for injury or any lost, stolen or damaged items.

TAXES

Each vendor is solely responsible for collecting, reporting and submitting sales tax payments to the Georgia Department of Revenue. Dougherty County sales tax is 7 percent.

APPLICATION DEADLINE

Applications will be accepted through **Oct. 28** if space is available. Space is awarded on a first-come, first-served basis.

QUESTIONS?

Visit our FAQs at **AMACHalkFest.com** or **AlbanyMuseum.com/chalkfest**. Email chalkfest@albanymuseum.com or annie.vanoteghem@albanymuseum.com Please include "Vendor" in the subject line.

ACKNOWLEDGEMENT

I have read and understand the guidelines for AMA ChalkFest 2021:

Signature: _____

Print Name: _____

Name of Vending Business: _____

Date: _____

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CONTACT INFORMATION

Business name: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Website: _____

Contact Name: _____ Phone: _____

Email: _____ Cell Phone: _____

Description of Art/Craft/Business: _____

BOOTH INFORMATION

1 Booth (\$75) _____ 2 Booths (\$125) _____ Non-Profit _____

PAYMENT INFORMATION

Check enclosed (payable to the AMA)

Credit card (Visa, MC, AmEx accepted): _____

Name as appears on card: _____

Credit Card Number: _____

Expiration date: _____ CCV (3 digit security code) _____

Address used with card: _____

City: _____ State: _____ ZIP: _____

CANCELLATION POLICY

- Cancellation before Nov. 1 will result in a refund minus a \$50 processing fee.
- Cancellation from Nov. 2 through Nov. 11 will result in a 50% refund of fee.
- No refunds will be given for cancellations after Nov. 11.

ACKNOWLEDGEMENT OF TERMS

I hereby make my application to participate in the 2022 AMA ChalkFest on November 19th 2022 in downtown Albany, GA. I have read, understand and agree to abide by the rules and regulations set for and other rules as they may be established and presented at my acceptance. I release and forever discharge AMA ChalkFest, the Albany Museum of Art and its staff, and the City of Albany from any responsibility, personal liability, loss, claims or damages arising out of, or in conjunction with the 2022 AMA ChalkFest event.

Print Full Name

Signature

Date

Please mail your application and check (if applicable) to:

Albany Museum of Art
311 Meadowlark Drive
Albany, GA 31707
ATTN: Vendor Chair