



VENDOR APPLICATION FORM

APPLICATION DEADLINE: SEPT. 10, 2018 – IF SPACE IS AVAILABLE

ABOUT

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

DATE/TIME/PLACE

Saturday, Sept. 22, 2018 from 10 am until 5 pm, 100 block of Pine Avenue, Albany, GA. The portion of Pine Avenue will be closed to traffic during the day of the event.

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 2018 AMA ChalkFest vendor booth price is **\$75** for a single space and **\$125** for two spaces. 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 9:45 am on Sept. 22. Vendors supply their own tents and chairs.

Please be advised that food vendors are required to obtain a temporary food permit from the Dougherty County Environmental Health Department for this event. Contact the department at 240 Pine Ave., Suite 360 or phone 22.438.3943.

PARKING

As a festival courtesy, each vendor may park one vehicle and trailer in the exclusive Vendor Parking lot behind the Flint RiverQuarium. Other 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 **Sept. 10** 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**. Contact ChalkFest Executive Director Paula Williams at chalkfest@albanymuseum.com. Please include "Vendor" in the subject line.

ACKNOWLEDGEMENT

I have read and understand the guidelines for AMA ChalkFest 2018:

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) _____

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 Sept. 1 will result in a refund minus a \$50 processing fee.
- Cancellation from Sept. 2 through Sept. 9 will result in a 50% refund of fee.
- No refunds will be given for cancellations after Sept. 9.

ACKNOWLEDGEMENT OF TERMS

I hereby make my application to participate in the 2018 AMA ChalkFest on Sept. 22, 2018 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 2018 AMA ChalkFest event.

Print Full Name

Signature

Date

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

2018 AMA ChalkFest
Albany Museum of Art
311 Meadowlark Drive
Albany, GA 31707
ATTN: Vendor Chair