



# VENDOR APPLICATION FORM

APPLICATION DEADLINE: **SEPT. 17, 2019** – IF SPACE IS AVAILABLE

## ABOUT

The Albany Museum of Art is thrilled to be organizing our second *AMA ChalkFest*, set for **Oct 5, 2019** in downtown Albany. After the enthusiastic response to last year's *AMA ChalkFest: Home Grown*, we are even more committed to creating community through art. This year's theme is *Pop Art and Pop Tops*. Over 20 professional chalk artists will create bigger-than-life works of art, inspired by artists like Andy Warhol in the 100 block of Pine Avenue, with each image covering nearly 50 square feet.

Last year over 3,000 people enjoyed *AMA ChalkFest's* chalk art, craft beer tents, live entertainment, food trucks, and vendors. There will be great ways for the community to get involved, with individuals, school groups, organizations and church groups able to create their own artwork on up to 25-square-foot squares on the pavement.

## DATE/TIME/PLACE

Saturday, Oct 5, 2019 from 10 am until 6 pm, 100 block of Pine Avenue, Albany, GA. The section 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](http://www.albanymuseum.com).

## ACCEPTED VENDORS

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

## FEES

The **early bird special price** for the 2019 *AMA ChalkFest* vendor booth is **\$75** for a single space, and **\$150** for a double space. We must receive your application and payment on or before **July 15, 2019**. After this date, the cost for a single space is **\$100**, and **\$175** for a double space. 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 Oct 5. Contact the museum if you prefer to set up on Oct 4. Overnight security will be provided. 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 229.438.3943.

## BEER TASTING TICKETS

Craft beer tasting tickets are not included.

## 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. 17th** if space is available. Space is awarded on a first-come, first-served basis.

## QUESTIONS?

Visit our FAQs at **AMChalkFest.com** or **AlbanyMuseum.com/ChalkFest** or contact the Museum at [chalkfest@albanymuseum.com](mailto:chalkfest@albanymuseum.com). Please include "Vendor" in the subject line.

## ACKNOWLEDGEMENT

I have read and understand the guidelines for *AMA ChalkFest 2019*:

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

Early Bird Registration- Before July 15, 2019 (\$75 Single/\$150 Double) \_\_\_\_\_

General Registration (\$100 Single/\$175 Double) \_\_\_\_\_

## 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 \$30 processing fee.
- Cancellation from Sept. 2 through Sept. 16 will result in a 50% refund of fee.
- No refunds will be given for cancellations after Sept. 16.

## **ACKNOWLEDGEMENT OF TERMS**

I hereby make my application to participate in the 2019 *AMA ChalkFest* on Oct 5, 2019 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 2019 *AMA ChalkFest* event.

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**Print Full Name**

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**Signature**

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**Date**

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

AMA ChalkFest 2019  
Albany Museum of Art  
311 Meadowlark Drive  
Albany, GA 31707  
ATTN: Vendor Chair