



12th Annual Penny McHenry Hydrangea Festival
Saturday – Sunday, June 1st & 2nd, 2019 | 9 AM – 5 PM
www.hydrangeafest.org

Dear Exhibitor,

We're delighted at your interest in joining us for the 12th Annual Penny McHenry Hydrangea Festival in Douglasville | Douglas County, GA and eagerly await your completed application.

The Penny McHenry Hydrangea Festival is held each year in the month of June, when Douglasville becomes the Hydrangea Capitol of the South. It is a two-day outdoor/indoor event known by its award-winning Standard Flower Show.

The Festival's new location is Douglas County High School, 8705 Campbellton Street, Douglasville, GA. The Penny McHenry Hydrangea Festival is a nationally recognized and award-winning Festival bringing thousands of festival-goers to share in their love and appreciation of the flowering plant and artisans' crafts.

Please read over the entire application and information before filling out your application, as there have been changes from previous years. Please be aware that all exhibitors who apply to the Penny McHenry Hydrangea Festival will be juried. As a result of the jury process, the Penny McHenry Hydrangea Festival does not guarantee acceptance to those who have participated in previous festivals. Booth space rental fees are required at the time of your application.

If you have any questions **AFTER THOROUGHLY READING** the enclosed information you can email us at info@hydrangeafest.org, or call us at (770) 947-5920 Monday through Friday, 8 AM – 5 PM (EST).

We appreciate your interest and look forward to receiving your 2019 Penny McHenry Hydrangea Festival food vendor application!

*Mail payment and application by **Friday, May 3, 2019** to:*

Douglasville Convention and Visitors Bureau
6695 Church Street
Douglasville, GA 30134
770-947-5920

**The 2019 Penny McHenry Hydrangea Festival Food Vendor Application will not be juried until payment is received.*



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The Penny McHenry Hydrangea Festival reserves the right to make final interpretation of all rules. An application is a commitment to show. **NO REFUNDS WILL BE MADE FOR CANCELLATION OR REMOVAL FOR CAUSE.** In an event of unforeseen circumstances, the show may be terminated at our discretion. **NO REFUNDS WILL BE MADE FOR BAD WEATHER – THIS EVENT IS RAIN OR SHINE.**

1. All items sold during the festival must be pre-approved. Exhibitors may only sell items that are accepted. Any items sold that were not listed on the application or not accepted must be removed from the festival.
2. All food vendors must possess a valid City of Douglasville Business License (should you not have a City of Douglasville Business License you will need to apply, however all fees will be waived – be sure to notate Hydrangea Festival on the application) and meet or exceed all guidelines and requirements of Cobb and Douglas Public Health.
3. You must submit a total of (3) pictures that accurately represent your booth display and setup.
4. You must submit a menu of items you wish to be juried. Include prices for all items.
5. The APPLICATION DEADLINE IS MAY 3, 2019.
6. Each booth space is 10x10. Each exhibitor must keep within the 10x10 assigned space unless additional space has been purchased.
7. All vendors must have at least \$1 million of liability insurance naming the Penny McHenry Hydrangea Festival, City of Douglasville, Douglas County, Keep Douglasville Beautiful, Douglasville Convention and Visitors Bureau and the Douglas County Museum of History & Art as additional insured for the event.
8. No alcoholic beverages are allowed.
9. Booths must be neat in appearance and not distract from neighboring displays. Menus with prices must be posted for easy visibility to the festival guests. Each space must be left clean at the end of the day. Each exhibitor is responsible for their own trash removal. Dumpsters will be located near the food areas for your convenience. The Penny McHenry Hydrangea Festival is not responsible for damage to personal property during the event. Overnight security is provided on Friday and Saturday starting at 5 PM.
10. All exhibitors will be required to supply their own tents, tables, chairs, displays, equipment, electrical cords, table covers, water hoses, etc.
11. Exhibitors are not allowed to stake tents into the asphalt or concrete on the show grounds. **Bring weights to secure your tent.**
12. Exhibitors are required to handle their own Sales Tax.
13. Booths must be manned at all times and must remain open from 9AM – 5PM for the entire festival day. Exhibitors may not remove their setup or equipment until the end of the festival day on Sunday. Vehicles will not be permitted to enter the Festival grounds until approved by the Festival Committee.
14. All exhibitors must sign the release statement in order for the application to be accepted.



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15. Gas powered generators are permitted.
16. Checks returned unpaid by the bank will result in IMMEDIATE DISQUALIFICATION, and a fee of \$30 will be charged.
17. The Penny McHenry Hydrangea Festival reserves the right to reject any organization whose presentation, goals or objectives may be offensive and not in the best interest of the community.
18. Pets are not allowed in the festival area at any time.
19. No sound equipment such as radios, tape decks, CD players or stereos is allowed in exhibit area.
20. Vehicles are not allowed in the festival area after setup time is over or during the festival.
21. An exhibitor failing to meet all the requirements and regulations may be asked to leave the festival area without refund or will be disqualified.

EXHIBITOR INFORMATION

Professional/For Profit Business: This category includes any business, group or individual doing business for profit. Please include 3 pictures showing an accurate representation of your booth and setup. A menu must be submitted with the application listing all prices. All items sold must be pre-approved. Each exhibitor must comply with all rules and regulations.

Church/Civic/Not for Profit Organizations: This category includes any group or organization with a not for profit status. Proof of not for profit status is required with the application. Please include 3 pictures showing an accurate representation of your booth and setup. A menu must be submitted with the application listing all prices. All items sold must be pre-approved and each exhibitor must comply with all rules and regulations.

CHECKLIST

Mail the Following:

- Copy of your valid City of Douglasville Business License
- Photos of your Booth Display and Setup
- Fees
- Signed Food Vendor Application



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2019 Penny McHenry Hydrangea Festival Food Vendor Application

New information included – please read in its entirety

Exhibitor Name: _____
 Business Name: _____ Phone: _____
 Website: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 E-mail Address: _____

Check only one category below:

- Professional/For Profit Business Non-Profit Organizations

Type of Concession (trailer, tent, food truck, etc.): _____

Size of Concession: _____

Type of Food: _____

Requested menu items to be sold and prices for each item. Please be specific, include range of prices (*Use additional paper if needed*): _____

How many years have you participated in the Penny McHenry Hydrangea Festival?

Space Rental Fees

Professional/For Profit Single Space (10' wide x 10' deep)	<input type="checkbox"/>	\$150.00
Professional/For Profit Double Space (20' wide x 10' deep)	<input type="checkbox"/>	\$300.00
Non-Profit Single Space (10' wide x 10' deep)	<input type="checkbox"/>	\$100.00
Non-Profit Double Space (20' wide x 20' deep)	<input type="checkbox"/>	\$200.00

**FOOD VENDOR APPLICATION ARE TO BE MAILED & POSTMARKED BY:
 FRIDAY, MAY 3, 2019**

**Douglasville Convention and Visitors Bureau
 6695 Church Street | Douglasville, GA 30134**

Payment Information

***Check enclosed: Checks payable to: **Keep Douglasville Beautiful**
 ***A \$30 charge will apply to any returned check.*

Select Method of Payment:
 Check Money Order Visa MasterCard American Express

Name on Credit Card _____

Credit Card Number _____

Amount _____



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Expiration _____ CVV (3 Digit number on back of the Card) _____

Note: A convenience fee of 2.50% or \$2.00 (whichever is greater) will be passed onto the Cardholder for using this service.

Cardholder Printed Name _____

Cardholder Signature _____

RELEASE AGREEMENT

I do hereby release, acquit and forever discharge the Penny McHenry Hydrangea Festival, its agents, servants, successors and assigns and all other persons, firms, and corporations from any and all actions, causes of action, claims, demands, damages, costs, loss of service, expenses and compensations, which I may acquire or accrue, arising out of any events taking place June 1 – 2, 2019 or otherwise connected with the 2019 Penny McHenry Hydrangea Festival. *I further agree to hereby indemnify the Penny McHenry Hydrangea Festival, its agents, servants, successors and assigns and all other persons, firms, and corporations from any and all actions, causes of action, claims, demands, damages, costs, loss of service, expenses and compensations, which I may acquire or accrue, arising out of any events taking place June 1 – 2, 2019 or otherwise connected with the 2019 Penny McHenry Hydrangea Festival.* The indemnity agreement shall include all reasonable attorney's fees, costs, and expenses incurred by indemnity. I also understand that I am fully responsible for any Revenue/Sales Tax applicable for items sold at the 2019 Penny McHenry Hydrangea Festival.

I read and fully understand the Release Agreement stated above. "Release Agreement" must be signed by ALL exhibitors to be accepted for this event.

Signature _____

Date _____



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2019 Photo Display Sheet

Staple
Here

Attach (3) Photos.

All applications must be postmarked
on or before May 3, 2019
and sent to
Douglasville Convention and Visitors
Bureau
6695 Church Street
Douglasville, GA 30134

Please staple your pictures - **DO NOT GLUE**. There
should be at least (3) pictures total.

All Photos must fit on this
page. Cut or overlap photos,
if necessary.