



**TOCCOA
HARVEST
FESTIVAL**
October 26 & 27

2024 HARVEST FESTIVAL RULES & REGULATIONS

HISTORIC DOWNTOWN TOCCOA

WELCOME:

The Toccoa Main Street Program welcomes you to our 47th Annual Harvest Festival. We invite you to be a part of this northeast Georgia tradition. Each year about 10,000-20,000 visitors from around the region come to enjoy the beauty of the area as well as to participate in the festival. Please read the following information and send in the separate application by September 30, 2024 to take advantage of the lower rate.

TIME:

- On Friday, October 25, vendor set up will begin at 5:30 p.m. Saturday set up must be completed and all vehicles out of the Festival area by 9:00 a.m.
- Please note that anyone setting up before 5:30 p.m. on Friday night will be fined \$25. Payment will be required before the festival begins.
- Vehicles will not be allowed into festival area after 9:00 a.m. Saturday you will need to carry your items to your booth.
- Unattended vehicles in the Festival area will be towed at the owner's expense. No vehicles will be allowed in the festival area during festival hours.
- All vehicles must be fully unloaded and removed from the festival site before beginning to set up your booth.
- Festival hours are Saturday 10:00 a.m. - 5:00 p.m. and Sunday 10:00 a.m. - 4:00 p.m.
- This is a rain or shine event. Vendors are required to be on site all hours and both days.

EXHIBITOR FEE:

- Entry fee for each 12' x 12' craft booth is \$50 by September 30. Beginning October 1 the fee will be \$60.
- There is an additional \$25 fee for each electric receptacle. Power strips will not be permitted. Overloading circuits cause power outages. Any participant requiring a generator must be pre-approved.
- Professional food vendor fee is \$225 by September 30. Beginning October 1 the fee will be \$250 per space.
- Children/adult activity fee is \$50 plus 10% total sales by September 30. Beginning October 1 the fee will be \$60 per space plus 10% total sales.
- Checks returned unpaid by the bank will void show eligibility. Applicable fees for returned checks may be charged.

ELIGIBLE SALE ITEMS:

- All items must be homemade, home baked, or home grown. The following items are prohibited: screen printed t-shirts, manufactured goods, retail items, inflatable toys, and retail jewelry.
- An authenticity committee will check the booths at the Festival. If your product is not homemade, home baked, or home grown, you will be required to relinquish your space and leave without refund.
- There will be no yard sale or flea market-type items allowed.
- Please provide an adequate supply of products that will last through the duration of the two-day event.
- **NEW 2024 Rule: Same type vendors will be limited and accepted on a first come, first serve basis.**

BOOTH SPACE:

- Booth spaces allow a 12' x 12' space. If measurements exceed booth length you will be charged for an additional space.
- Each participant is responsible for their clean-up arrangements before leaving the festival. All areas must be left as found. Food vendors shall remove all used cooking oil from the premises after the event. A dump location will be provided.
- Canopies are encouraged in the event of inclement weather. **CANOPIES MUST BE WEIGHTED DOWN.**
- Water is available from faucets located at the east and west end of Doyle St. Vendors must provide a container to retrieve, carry, and store water at their booth if needed.

APPLICATION PROCESS:

- Fill out both sides/pages of the application portion and return it along with your chosen method of payment:
 - Please make checks payable to: **Toccoa Harvest Festival**
- Mail to:
Harvest Festival
Toccoa Main Street Program
92 N. Alexander St.
Toccoa, GA 30577
or email to kdeal@cityoftoccoa.com
- Fees can also be paid online at: **city-of-toccoa.square.site**
- Keep these "Rules and Regulations" for your reference.
- Deadline is September 30. Extra charges will apply for those who enter after September 30.
- A full refund will be given in the event your application is not accepted.
- Refunds will not be given after September 30.
- Vendors will be limited and will be selected by the Festival Committee.
- Craft vendors must supply only three photos: one of the components/supplies/materials of the product, one of the artists in the process of making the product, and one of the finished product. If you have participated before and have submitted pictures, you will not be required to send more pictures unless your inventory has changed. Please indicate on the application if you have photos on file.
- Food vendors must supply a picture of their booth as well as a menu. Each vendor may offer up to five menu items (drinks not included). Only two vendors for each item will be accepted. We will inform you of duplicates ahead of time so you can change your menu if you wish.
- You will receive confirmation of your application on or before October 11, depending on when application is received. Information packets will be emailed to you this year unless you request a hard copy sent to you. Booth assignments are determined by the Festival Committee and will be given to you when you pick up permits. Permits can be picked up on Friday, October 25 or Saturday, October 26 at City Hall.

SET UP AND PARKING:

- Parking by participants (those running the booths or activities) will be in designated areas only. These areas are the parking lot adjacent to the library and the Toccoa Elementary School parking lot. Do not use the parking lots behind the Doyle Street buildings. Leave these spaces for the customers of the stores and people coming to the festival.
- No overnight parking for vehicles, trailers, or campers will be allowed in the festival area Friday or Saturday nights. Vehicles will be towed at owner's expense.
- RV parking will be available at Toccoa Elementary School. There are no "hookups" available. Please indicate on your application if you will need a space.

ADDITIONAL INFORMATION

- Applicants shall assume all risks related to participation in the Harvest Festival. The Toccoa Main Street Program and the City of Toccoa assume no liability for activities of any participant in the Festival or those attending.
- Sidewalks and walkways will not be blocked at any time.
- All food vendors must comply with the Stephens County Health Department regulations for temporary food service. A permit application will be sent to you with your vendor information packet. **The Stephens County Health Department now charges a fee directly to vendors. This will be paid directly to them.**
- Vendors are not allowed to bring pets inside the festival area at any time.
- Members of the Main Street district will be permitted to sell non-homemade items.
- The Toccoa Police Department will patrol the area periodically from 8:00 p.m. Friday until 8:00 a.m. Sunday, and overnight security will be provided. However, because the festival is in an ungated area, the Toccoa Main Street Program will not be held responsible for any items left overnight.
- **Please be aware that you may not enter the festival area with your car Saturday from 9:00 a.m. - 5:00 p.m. and Sunday from 9:00 a.m. - 4:00 p.m.**

DATES TO REMEMBER:

October 26 & 27 - Festival Dates

September 30 - Applications Due

(Applications will be accepted after September 30 but will be charged an additional \$10)

September 30 - Last day to receive refund

October 11 - Vendor information will be emailed or sent out.

ADDRESSES FOR SET UP AND PARKING:

Toccoa-Stephens County Library- 53 W Savannah St. Toccoa, GA 30577

Toccoa Elementary School- 304 N Pond St. Toccoa, GA 30577

AREA LODGING:

Simmons-Bond Inn

74 W. Tugalo St.

Toccoa, GA 30577

Toll Free: 877-658-0746

Local: 706-282-5183

Quality Inn

106 Stephens Circle

Toccoa, GA 30577

706-886-1048

Country Hearth Inn

273 N. Broad St.

Toccoa, GA 30577

706-297-7799

Mountain Lakes Rentals

1-800-610-0020

Lake Hartwell

Toccoa RV Park & Campground

Oak Valley Road

706-886-2654

*Please fill out the separate application and send it to the Toccoa Main Street Program. You can also email mrichardson@cityoftoccoa.com. Thank you.



TOCCOA HARVEST FESTIVAL

October 26 & 27

2024 HARVEST FESTIVAL APPLICATION

**PLEASE FILL OUT BOTH PAGES, SIGN,
AND SEND TO:**

**Harvest Festival
Toccoa Main Street Program
92 N Alexander St
Toccoa, GA 30577**

Or email to kdeal@cityoftoccoa.com

☐ YES ☐ NO, I would like to be in the same space or close to it this year.

Please be aware that we may not be able to give you your first choice, but we will try.
Deadline: September 30, 2024. Additional Fees will be charged after September 30, 2024.

☐ **CRAFT VENDOR** Qty. _____ Total: \$ _____
(\$50 per space, \$60 after September 30)

☐ **PROFESSIONAL FOOD VENDOR** Qty. _____ Total: \$ _____
(\$225 per space, \$250 after September 30)

☐ **ACTIVITY** Qty. _____ Total: \$ _____
(\$50 + 10% sales, \$60 + 10% sales after September 30)

☐ **ELECTRICITY** Qty. _____ Total: \$ _____
(\$25 extra per receptacle)

*Total amount may be paid by check or online. Please see "Harvest Festival Rules" for vendor descriptions.

NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

PHONE: _____ **EMAIL:** _____

Have you participated in our festival before? _____

In what name? _____

Number of Years: _____

CRAFT VENDORS (Please check)

☐ My "homemade, home baked, or home grown" product is: _____

☐ Photos on file.

☐ I have attached a product list.

I understand that in order for my application to be processed I MUST include required photos each of:

- ☐ Components/Supplies/Materials of my product
- ☐ Me in process of making product(s)
- ☐ My finished craft product(s)

I understand authenticity of my product will be verified during the festival. If I violate the rules I will be asked to remove the items and may be asked to relinquish my space without refund.

Professional Food Vendor (Please check)

- ☐ I have attached menu/list of Items I wish to sell.
- ☐ I understand only two vendors will be sell any food item.
- ☐ I understand food item availability is on a first come first served basis.
- ☐ I have attached a recent photo of my set-up.
- ☐ My trailer/booth set-up is:_____ including hitch/tongue, etc.
- ☐ I understand spaces are exactly 12' x 12' and that any measurement exceeding space size will require registration and payment for additional spaces to accommodate the total size of my set-up, and have included such in my registration.

PLEASE SIGN AND SEND IN WITH APPLICATION:

I acknowledge and certify that I have read and agree to abide by the Rules and Regulations established by the Toccoa Harvest Festival. I also hereby agree to release and hold harmless the Toccoa Harvest Festival, its employees and volunteers: The City of Toccoa, its employees and volunteers: as well as the owners of any private property that the festival utilizes from any damages, losses due to theft of the undersigned vendor's property, or for any personal injury, which the vendor or anyone working for the vendor may sustain while participating in the Toccoa Harvest Festival.

Signed:_____ Date:_____

***Confirmation will be emailed or mailed out by October 11, 2024 or earlier. Failure to read or abide by the rules and regulations may result in relinquishing your space without a refund and/or effect your eligibility to participate in future events.**

OFFICE USE ONLY

DATE RECEIVED:_____

WATER:_____ SPACE NO. _____ ELECTRICITY NO. _____

TYPE OF VENDOR: ☐ CRAFT ☐ FOOD ☐ ACTIVITY

CHECK NO. _____ MONEY ORDER NO. _____

CASH AMOUNT:_____ PAID ONLINE: ☐ YES ☐ NO

