



2025 CHRISTMASFEST RULES AND REGULATIONS

Main Street Toccoa Contact Information:
706.282.3269 ecanen@cityoftoccoa.com

The Main Street Toccoa Program welcomes you to our Annual ChristmasFest! We invite you to be a part of this local holiday tradition in Downtown Toccoa, Georgia.

Please read the following information and complete the application by November 15th, 2025.

Once we receive and review your application you will be notified by the email provided in application if you have been accepted or denied as a vendor. Those accepted must pay emailed invoice within two weeks of acceptance in order to hold your booth space.

EVENT DETAILS:

- 2:00 PM - 4:00 PM - SET UP
 - All vehicles MUST be out of the Festival area by 4:00 PM.
 - Please note that anyone setting up before 2:00 PM will be fined \$25.
 - Vehicles will not be allowed into the festival area after 4:00 PM. If you have more items to bring in after this time, you will need to carry your items to your booth.
- 5:00 PM - 9:00 PM - FESTIVAL HOURS
 - Vendors are required to be on site all hours. This is a rain or shine event.
- 9:30 PM - 11:00 PM - TAKE DOWN
 - Vehicles will not be allowed back in the festival area until after 9:30 PM and crowds have safely left the area.

VENDOR FEES:

- \$40 per 12' x 12' booth space - CRAFT, BOUTIQUE, and COTTAGE FOOD
- \$100 per 12'x12' booth space - PROFESSIONAL FOOD VENDOR
- \$15 fee added for each electric receptacle needed (max of 2 per vendor). Power strips will not be permitted! Overloading circuits cause power outages.

PROFESSIONAL FOOD VENDORS:

- We are looking for unique holiday food and drink items as well as a variety of dining options.
 - It is up to the Main Street Toccoa staff to accept or deny any vendor that does not fit the standards of this event.
 - Same type vendors will be limited and accepted on a first come, first serve basis.
- Food vendors are required to supply a picture of their booth as well as a menu. Additional photos can be provided to show products.
- Please provide an adequate supply of products that will last through the duration of the event.
- **All food vendors are responsible for contacting the Stephens County Health Department and must comply with the regulations for food service. The Stephens County Health Department now charges a fee directly to vendors. This will be paid directly to them.** If you do not comply with these regulations and provide proper permitting you will not be able to participate in the festival.
 - **Stephens County Health Department:** (706) 282-4507, 64 N Blvd, Toccoa, GA 30577

CHRISTMAS MARKET SALE ITEMS:

- We are looking for unique handmade and boutique items. This is a great time to sell specialty holiday gift items and holiday decor.
 - The following items are prohibited: yard sale or flea market-type items.
 - It is up to the Main Street Toccoa staff to accept or deny any vendor that does not fit the standards of this event.
 - Same type vendors will be limited and accepted on a first come, first serve basis.
- Vendors are required to provide a photo of their booth set up and 3 or more photos of products to be sold.
- Please provide an adequate supply of products that will last through the duration of the event.

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.
- 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: Application deadline is November 15th, 2025.

- Fill out the application linked on the Main Street Toccoa website.
- If accepted you will receive an approval email and invoice for payment. Invoice must be paid within 2 weeks for acceptance to hold your booth space. If payment is not received your space will be forfeit.
- Methods of payment:
 - Online via INVOICE LINK sent in acceptance email.
 - If you are unable to pay online, please contact Main Street Toccoa at 706.282.3269.

ADDITIONAL INFORMATION

- Keep these "Rules and Regulations" for your reference.
- You will receive confirmation of your application on or before November 21st, depending on when the application is received. Event reminder information will be emailed to you this year. Booth assignments are determined by the Festival Committee and will be given to you when you check in for set up.
- Refunds will not be issued after November 21st.
- Applicants shall assume all risks related to participation in ChristmasFest. 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.
- 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 Main Street Program will not be held responsible for any items left unattended.

SET UP AND PARKING:

- Vendor vehicles only will be allowed in the festival area for drop off after road closures.
- **Once you have dropped off your items, please remove the vehicle before you began setting up your booth.** This allows other vendors to be able to get in.
- 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.

ADDRESSES FOR VENDOR PARKING:

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

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