



Dear Vendor,

The City of Bainbridge, Downtown Bainbridge will again be hosting River South on Saturday, October 26, 2024. River South is a music + art festival in Downtown Bainbridge.

We will now be accepting vendor applications for the event this year. The fee for each vendor will be **\$50.00 for artisan/craft vendors and \$100.00 for food vendors**. Food vendors must provide the City of Bainbridge with a **Certificate of Liability Insurance** in the amount of \$1,000,000.00, naming the City of Bainbridge as an **Additional Insured** and the **Certificate Holder**, to be considered for the event.

If you are interested in being a vendor, please fill out the enclosed application and return it, your Certificate of Liability Insurance, and menu or type of goods to be sold to:

**The City of Bainbridge  
Attention: Claire Phillips  
P.O. Box 158  
Bainbridge, Georgia 39818**

The application will need to be received **NO LATER THAN FRIDAY OCTOBER 18, 2024**.

We reserve the right to refuse any application. The approval of your application will be based on the appearance of your space, menu and goods sold. A maximum of 5 food vendors and 20 craft/art vendors will be accepted. We reserve the right to refuse a vendor who is in direct competition with one of our already established downtown businesses.

If your application is accepted, we will then request payment.

Should you have any questions regarding the event or either application, please do not hesitate to contact me by email or on one of the numbers below.

Thanks,

Claire Phillips  
Special Events Coordinator, City of Bainbridge  
Work: 229-726-7545  
[claire.phillips@bainbridgecity.com](mailto:claire.phillips@bainbridgecity.com)

# RIVER SOUTH VENDOR APPLICATION

EVENT: River South

DATE: 10-26-2024

Vending Fee: \_\_\_\_\_ Total Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Tent/Trailer: \_\_\_\_\_ Space/Size: \_\_\_\_\_ Power Provided: \_\_\_\_\_

No part of your setup may extend beyond the space provided above. This includes tent tie downs, trailer hitches, campers, canopies, etc. Please include the **TOTAL** footage required for your space. You will be assigned a space in the week prior to the event. You will not be allowed to change your space unless you receive approval from the events coordinator. This is to maintain a variety of vendors on each corner of the event so that no two similar vendors will be in direct competition with one another.

If you need power, you **MUST** bring a generator. You must also bring your own heavy-duty extension cord if necessary for setup. *There may be a power outlet available for your use, but this is not guaranteed.*

Will you be using a generator? Please choose one:                      **Yes**                      **No**

## **VENDOR RULES**

1. Accept location assigned. Locations will be assigned in the week before the event by the Event Coordinator and are based on the product/food/beverage sold. The City of Bainbridge reserves the right to refuse any vendor.
2. You are responsible for any Georgia Sales Tax.
3. Sell only the items noted on the application you provided to the City of Bainbridge. Only authorized vending will be allowed.
4. No refunds will be made for any reason, any cancellation, removal for cause, or act of God.
5. You **must bring suitable containers to handle your grey water and grease.** Running water is available at the site of the event if needed. If you have any questions about setup, please contact the Event Coordinator.
6. Failure to abide by these rules will result in removal from the event and all fees being paid.

# RIVER SOUTH VENDOR APPLICATION

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Items to be Sold:

Please list the products you wish to sell at this event. Be extremely specific in your descriptions. You may use another sheet to detail these items if necessary.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have read and will comply with the rules of this event, and I will comply with all applicable laws. I hereby release and forever discharge from any liability the event organizers, its sponsors, and their affiliated companies, officers, agents, and employees. I will also not hold the event organizers responsible for loss due to damage or theft. I understand that the above-described event in no way guarantees any return or benefit. I understand these rules and limitations.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*