



2026 Hispanic Heritage Festival Information & Application

Dear Vendor,

The City of Bainbridge's Downtown Development Authority is excited to host the first ever **Hispanic Heritage Festival** on **Saturday, October 10, 2026**, at the City's Hook & Ladder venue. This celebration will showcase Hispanic culture through music, food, art, dance, and community engagement in Historic Downtown Bainbridge.

We are now accepting vendor applications for this year's festival and invite food vendors, artisans, crafters, and cultural exhibitors to apply.

Food vendors must provide a **Certificate of Liability Insurance** in the amount of **\$1,000,000**, naming the **City of Bainbridge** as both the **Additional Insured** and **Certificate Holder**, to be considered for participation.

How to Apply

If you are interested in becoming a vendor, please submit the following:

1. Completed vendor application form
2. Certificate of Liability Insurance (food vendors only)
3. Menu (food vendors) and/or description of goods to be sold (artisan/craft vendors). If possible, please include photos of your offerings to inform the selection process.

Please note that applications that do not include all required materials, including the completed application form, Certificate of Liability Insurance (for food vendors), and menu or description of goods—by the application deadline will not be accepted for consideration.

Applications may be mailed or delivered to:

**City of Bainbridge
Attn: Raylee Dean
P.O. Box 158
Bainbridge, GA 39818**

Applications may also be submitted by email to: Raylee.Dean@bainbridgecity.com

Applications must be received no later than Wednesday, September 30, 2026, by 5 PM to be considered for vendor selection.

Vendor Selection

Please note that submitting an application does not guarantee acceptance into the festival.

Vendor selections will be based on factors including the appearance of the booth or display, menu offerings, and the uniqueness and quality of goods being sold.

All vendor selections are made at the sole discretion of event staff. The City of Bainbridge reserves the right to refuse any application, including vendors whose products or services directly compete with established downtown businesses.

Approved vendors will be notified by Friday, October 2, 2026, at the close of business.

If you have any questions regarding the event or the application process, please do not hesitate to contact me by email or phone.

Thank you, and we look forward to receiving your application.

Sincerely,

Raylee Dean

Special Events & Main Street Coordinator, City of Bainbridge

Office: (229) 515-8596

Cell: (229) 254-5823

Email: Raylee.Dean@bainbridgecity.com

Vendor Rules & Application

No part of your setup may extend beyond the space provided. This includes tent tie downs, trailer hitches, campers, canopies, etc. Please include the **TOTAL** footage required for your space. Vendor spaces will be assigned the week leading to the event. Once assigned, vendors will not be allowed to move spaces.

For the Hispanic Heritage Festival located at the Hook & Ladder open-air venue, Food Vendors will set up in the adjacent parking lot, and craft/artisan vendors will set up inside the venue area.

If you need electricity, you **MUST** bring a generator and any other necessary equipment required for your setup. There may be a power outlet available for your use, but we cannot guarantee any available power outlets.

Will you bring a generator (circle one): Yes No

VENDOR RULES

1. Accept location assigned. Locations will be assigned in the week prior to the event by the Event Coordinator and are based on the product/food/beverage being 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 concerning set-up, please do not hesitate to contact the Event Coordinator.
6. Failure to abide by these rules will result in removal from the event and all fees being forfeited.

Hispanic Heritage Vendor Application

Event: Hispanic Heritage Festival

Event Date: 10-10-2026

Vendor Type (circle one): Food Vendor Artisan/Craft Vendor

Tent or Trailer: _____ Space needed (in feet): _____

Vendor First and Last Name: _____

Business Name: _____

Cell Phone: _____ Business Phone: _____

Email Address (Please provide us with the BEST email address you can be reached at. Vendor selection information will be sent to this email address only.)

Mailing Address: _____

Items to be Sold (Please list the products you wish to sell at this event. Be very 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: