



Main Street Fayetteville Vendor Application Policy & Procedures

Application Process

Prospective vendors must complete an application on the Downtown Fayetteville website.

Vendors shall be selected for events based on the type of event, capabilities of the vendor to provide the level of products and services for the event, and space available.

Please accurately describe **ALL** products that you plan to sell at the event. Preference will be given to vendors with handmade items. If you have a mix of both handmade and resale, you may be approved on the condition of only selling your handmade products at our events. If you display items that were not listed on your application or any prohibited items, we may ask you to remove them.

Prohibited Items Include:

- Products that are illegal or not otherwise approved for legal sale.
- Products that knowingly infringe upon copyrighted or patented items.
- Products that are offensive or otherwise deemed inappropriate by our staff.

When multiple vendors are available and equally qualified to provide products or services for an event, vendors shall be selected on a rotating basis when possible and fall under the guidelines in this policy.

Food Vendors

Food vendors with the same product type as our local businesses in the event area are restricted; for example, we will not allow BBQ at City Center Park because of the proximity to Hog Pitt BBQ. We will not allow a Pizza vendor at the Courthouse Square events due to Anthony's Pizza.

Vendors offering food services, including food trucks and homemade food items, must comply with state and county regulations. These include obtaining valid permits, such as cottage business permits and alcohol licenses, and passing health inspections.

Food vendors specifically must obtain their permits from the Fayette County Department of Environmental Health (FCDEH), which is separate from City regulations. The FCDEH has the right to require a vendor to leave the event if the necessary permits are not obtained beforehand or if an inspection reveals unsafe handling, preparation, or serving of food or beverages.

We only allow **one specialty food vendor per market** in certain categories. These include but are not limited to:

- Cuisine type: i.e. Tacos, Cheesesteaks, Caribbean etc.
- Sweets: Ice cream, gluten-free desserts, funnel cakes, donuts, shaved ice, popcorn, boiled peanuts, specialty nuts, honey, pickles, lemonade, loaded teas

Vendor Approval

Once we receive your application you will either be approved or denied for our Master Vendor List.

Approval is **not** a guarantee of placement in any particular event. It is only confirmation that you are eligible to participate in Mainstreet Fayetteville events in general.

Once you have been approved **you do not need to reapply each year** unless your business or contact information has changed.

You will receive an email notification if you are not approved, however, due to the number of applications we receive you may not be given a specific reason for your denial. If your products or circumstances change you are welcome to reapply at any time.

The City of Fayetteville/ and or Main Street Fayetteville may remove vendors from the Master List based on, but not limited to:

- Failure to attend the approved event without notification or multiple events with notification.
- Non-responsive to City notifications or information requests.
- Arriving late or leaving early at a registered event.
- Not following staff placement at events
- Failure to provide products or services promised.
- Selling products not included on the Vendor application.
- Selling products that are illegal or not otherwise approved for legal sale.
- Selling products that knowingly infringe upon copyrighted or patented items.
- Displaying an abusive or disrespectful attitude towards the public, other vendors, city employees, or volunteers.

Event Acceptance

If your business has been chosen, a payment (credit/debit card/check/cash) will be necessary to secure your spot. We will reach out to you to collect your payment and confirm your participation.

The vendor fee is \$50.00 per market. Payments are non-refundable unless the event is cancelled by the City.

If you have applied to multiple events you will be placed on the waitlist for secondary events and will be contacted pending availability.

We have several vendor categories; the amount of vendors per category depends on the event location, size, and theme. We make every effort to not overload each category ensuring a profitable market for all our vendors.

Event Requirements

Booth sizes are 10x10 and commercial grade pop-up tents are required.

You must have a minimum of **40lbs on each leg**. Single bricks, small sandbags, and water jugs (which often weigh only 8 lbs) are not sufficient. If your tent is not properly weighted you may be asked to leave the event. Staking in the grass is also not allowed.

We cannot guarantee access to power at any of our events. There are some electrical outlets and vendors may be near them but we cannot honor requests for placement. Vendors will not be allowed to run extension cords outside of their own booth space to reach an outlet. Please plan accordingly.

If your products or set-up are substantially different from the photos you submitted or from previous years you participated, you must let us know before the event. Failure to do so will result in staff asking you to remove the unauthorized items or to leave the event. You may also be removed from our Master List for approved vendors.

Main Street Fayetteville has the authority to disallow any vendor found violating city codes, rules, or public safety or deemed inappropriate.

Questions and comments can be emailed to:

kperkins@fayetteville-ga.gov