

**City of Hahira**  
**2019 Vendor Information**

**Event:** Small Business Saturday

**Date:** Saturday, November 30, 2019

**Time:** 10:00 AM – 2:00 PM

**Location:** Downtown Hahira (220 W Main Street Hahira, GA)

Event Description

In an effort to support local businesses that make our communities strong, American Express launched Small Business Saturday on the Saturday after Thanksgiving to encourage people to Shop Small and bring more holiday shopping to small businesses. The City of Hahira is proud to participate in this nationwide event and hopes you will consider joining us.

Booth Space

A booth space is 10'x10' and the City does NOT provide tents, tables, chairs, etc.

Rates

- Outdoor Arts & Crafts \$35.00 Per Space
- Indoor Arts & Crafts \$50.00 Per Space

If a vendor setup is 10'x12' then two (2) spaces would need to be purchased. If it's 10'x24' then three (3) spaces would need to be purchased.

If water and/or electricity is needed, there would be an additional \$10.00 fee for each connection. Resources are limited and cannot be guaranteed. Vendors can bring a "QUIET" generator that must fit within your vendor space.

Donated Items / Giveaways

To help encourage participation, we would like to utilize a "passport" that would be picked up at the Welcome Station and stamped by participating businesses. To have your business included on the passport, simply donate an item to the City that can be given away as part of a drawing. For example, last year we had 16 businesses listed on the passport and when at least 5 of those businesses stamped the passport, the participants could turn it in and be considered for the next drawing. As part of our promotions, we will highlight your business and the item or item(s) donated for the giveaways.

Refunds

There are NO REFUNDS of any kind, including no refunds will be made for inclement weather or other acts of God over which the event organizers have no control, and the risk of loss from such an event shall be borne by the vendor.

Upon Your Arrival

- Report to the "Welcome Station", next to the red caboose, for check-in.
- Check-in will begin at 8:30 AM where a staff member will confirm your registration and location.
- Please note all vehicles must be unloaded and moved out of the event area by 9:30 AM.

Additional Information

- You can request a specific spot, but no locations are guaranteed.
- Do NOT setup early without getting permission from the event organizer.
- All vendors will be responsible for collecting and reporting Georgia State Sales Tax (8%).

For questions or additional information, please contact Emily Davenport, Main Street Director at 229-794-2330 or by email at [edavenport@hahiraga.gov](mailto:edavenport@hahiraga.gov).

**City of Hahira  
2019 Vendor Application  
Small Business Saturday | November 30, 2019**

**Please complete this application and return with your check or money order to:**

City of Hahira  
102 S. Church Street  
Hahira, Georgia 31632

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

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

Describe / Lists Products Sold:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Power Requested: \_\_\_\_\_ Water Requested: \_\_\_\_\_

Size of compete set-up (include canopy, truck, trailer, coolers, tables, etc.): \_\_\_\_\_  
\_\_\_\_\_

**\*\*SEE ATTACHED SHEET WITH VENDOR PRICING\*\***

Total Amount Due: \$ \_\_\_\_\_ (Depending on size – amount may be adjusted)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Donate Item for Giveaway (circle one): Yes **OR** No

If yes, value of donated item(s): \_\_\_\_\_

Please note that all donated items must be received by the City no later than November 22<sup>nd</sup> to be included on the passport and promotions.

For questions or additional information, please contact Emily Davenport, Main Street Director at  
229-794-2330 or by email at [edavenport@hahiraga.gov](mailto:edavenport@hahiraga.gov).