**Bowman Mistletoe Market**

**December 6th, 2024**

Attention: Please read the attached rules & regulations page, as revisions have been made. Vendors must fill out this Reservation Form and return to the address below. Please call or email prior to mailing to ensure space is still available. Spaces will be reserved on a first come, first served basis. We have 9 spaces, 5 food vendor spaces, and 9 other spaces around the square. All other spaces on the square first come first serve.

**\*WE WILL DO OUR BEST TO ACCOMMODATE ALL REQUESTS, BUT SPACE IS LIMITED\***

Mail this completed form along with payment to:

Bowman Special Events

P.O. Box 549

Bowman, GA 30624

Phone: 706-321-4038 Email: [Kendra.jones@cityofbowmanga.gov](mailto:Kendra.jones@cityofbowmanga.gov)

Phone: 706-321-4036 Email: [Vivan.barnes@cityofbowmanga.gov](mailto:Vivan.barnes@cityofbowmanga.gov)

**RESERVATION FORM**

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

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and/or Home# (\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\*Please fill in the options below and indicate number of spaces needed

Square: #of Spaces \_\_\_\_\_\_\_\_

Electrical Outlet outlets needed\_\_\_\_\_\_\_\_\_

\*Please list top three products being sold:

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby apply for booth/space rental at the Bowman Mistletoe Market. I have read the rules & regulations in its entirety and understand the provisions for the vendors. I not only understand but agree to comply with all conditions set forth. I agree to abide by the rules and regulations for the Bowman Mistletoe Market and understand that I will be removed if any of these rules or regulations I s violated. I release and hold harmless the City of Bowman and any associated entities from any and all liability, including, but not limited to theft, personal injury resulting from unfit food or beverages dispensed from my booth.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized agent or owner

**Rules and Regulations- Please retain for your records**

Hello participants, thank you for your interest in this year’s Mistletoe Market! We are eager and excited about making this a fun and successful event. Please read carefully over the following, as revisions have been made! If you have any questions or suggestions, please feel free to contact us- Thank you for your support!

**Where:** Bowman Square

**Price:** $20.00 per space if electricity is used, there will be an additional $10.00 charge.

**Date and Time:** Friday December 6th, 2024, 6-8pm

**Entry Deadline:** Your signed application is due by December 5th by 5:00pm to ensure the reserved space.

**Weather:** the scheduled event(s) will go on, rain or shine.

**Vendors:** The Special Events committee has the right to limit duplicate vendors, as well as determine the vendor’s location for set-up. All food trailers is a minimum of 2 spaces.

**Vendor setup:** (Square): You may set up any item after 5pm on Friday December 6th, 2024. All vehicles must be removed from the square by 5:50pm. Vendor parking is NOT permitted on the square at any time. We do not want to block access to local businesses operating as usual during the festival. Once vendors have unloaded for set-up they may park at City Hall, Pinnacle Bank, etc. We do not supply any tables, canopies, extension cords etc.

**Security:** No security will be available for vendors who set up early and leave their booths.

**Electricity:** 110 VAC power is available on a limited basis. Each drop is for 15amps, and extension cords should be 12-gauge ul approved and no longer than 50 feet and in perfect working and mechanical order.

**Exclusions**: apply to the following items with no exceptions: guns, knives, bullets, brass knuckles, tear gas, paramilitary gear, pornographic or sexually explicit material, drug paraphernalia, darts, street weapons, and foul-smelling novelties such as stink bombs.

**Items deemed inappropriate**: by festival officials or the police will be removed from your booth, or you will be removed from the event without a refund. Please do not bring personal radios, mp3 players etc. to be played aloud. The special events committee will be providing music.

**Booth Maintenance:** Please keep your area neat and clean. Check your booth space periodically, especially before you leave.

**For the Health and Safety of all:** please make continuous effort to observe proper food handling procedures. During the festival there will be random inspections. All food prepared on site vending spaces must have sanitation stations. Food vendors must provide their own garbage cans. Tightly secured bags are to be placed in the trashcans provided.

\*You must remove the trash from around your booth and place in the garbage receptacles before leaving. **You must take any oils, fats, grease or to her substances used for frying foods with you when you leave**. We have no way of disposing of them.

\*Please note food spaces are limited a will be filled on a **first come, first serve basis.**