

**Buchanan / Buchanan- Haralson Public Library**  
**Spring “Fair on the Square”**  
**April 27, 2024, 10AM to 4PM**  
**Vendor Rules**

**ENTRIES:** Items for sale must include a detailed description. We do our best to limit “duplicates” so please be as detailed as possible. Send pictures so we can ensure your product is different from another’s and share them on Facebook!  
**Please note on your application if you will be selling from a trailer.**  
Do not “giveaway” any item someone else may be selling. (WATER ETC)  
**All rules will be strictly enforced.**

**PLACE:** Downtown Buchanan, Buchanan, GA

**CHECKS:** Your check must clear your bank prior to final booth assignment.

**DEADLINE:** Applications must be received (or postmarked) by **April,19 2024**. **YOU MUST SEND PAYMENT WITH APPLICATION.** If your application is late, you will be placed at the bottom of the list for spaces. If cancellation is necessary, please notify us as soon as possible in writing. The vendor fee will be refunded with at least 30 days notification prior to the fair. Fees will NOT be refunded if the event is rained out.

**CHECK IN:** **Vendors may check in on Saturday morning @ 7:00am @ Booth #19. Food Trailers may check in on Friday evening from 5:00-7:00pm. Vendors must check in by 9:00 a.m. Saturday or you will be considered a no show and your reserved location will be released to other vendors.**

**CHECK IN LOCATION:** Vendors may check in at the Historic Courthouse Saturday morning @ Booth #19. You will receive your verification of booth space at check in (or by e-mail prior to the event). PLEASE WATCH FOR AN EMAIL

**VEHICLES:** After locating your booth assignment, unload your vehicle and immediately move it to a designated parking area before beginning set up. **No vehicle will be permitted in the vendor area after 9:45 a.m. Saturday or before the fair ends at 3:00 p.m.** Violators will be asked to remove their vehicles.  
**DO NOT PARK IN THE PIGGLY-WIGGLY PARKING LOT!!**

**PARKING:** Limited handicapped parking is available. If you need handicapped parking, please notify us on your application.

**BOOTHS:** Vendors are provided a 12’ by 12’ space. Please keep this in mind when selecting your display arrangement and items to be sold. **IF YOU NEED MORE THAN A 20-AMP HOOK-UP YOU MUST BRING A GENERATOR**  
Spaces are assigned in the following order: those needing electricity, those vendors who have supported the festival over the years and have “their” spot, then by date payment received.  
If you do not think your space is suitable, DO NOT relocate on your own. Please find an event organizer and we will do our best to find another space.

**YOU MUST BRING “WEIGHTS” (GALLONS OF WATER, CONCRETE BLOCKS, ETC.) TO SECURE YOUR TENT!!**  
**You MUST clean up your space. Do not leave it to the organizers.**

**FOOD VENDORS:** Please note, disposal of grease, or other food byproducts, is your responsibility.  
**You may not utilize the City of Buchanan storm drains for this purpose.**  
**You WILL further receive food service rules once your application is approved.**

**THE City of Buchanan/ FRIENDS OF THE LIBRARY CAN ASSUME NO RESPONSIBILITY FOR LOSS OR DAMAGE. IT RESERVES THE RIGHT TO REJECT ANY WORK OR ACTION NOT COMPATIBLE WITH THE FAIR ON THE SQUARE RULES. NO RAIN DATE. NO REFUNDS WILL BE ISSUED IF FAIR IS CANCELLED DUE TO INCLEMENT WEATHER.**