

9th Annual GRANT PARK SUMMER SHADE FESTIVAL 8/27-28/2011

Official Small Business – Non Profit – Community Organization Application

Check One: Small Business Non Profit Community Organization

To qualify in this category small businesses must be home-based non national non franchise operations with less than 5 employees, non profits with an environmental focus or who partner with the Grant Park Conservancy on an annual basis, or community based groups/organizations. Applications are reviewed by committee. Submission of an application is not a guarantee of acceptance.

Please print or type information on application.

BUSINESS NAME _____

CONTACT PERSON _____

ADDRESS _____

PHONE: () _____ FAX: () _____

E-Mail: _____

(Please note: Acceptance notifications and instructions come to you by e-mail. If we do not have an email or a current email address you will miss out on deadlines, notifications, etc.)

WEBSITE: _____

What is your business product/service? _____

Do you carry liability insurance that covers you, your products, and your business (when participating in events/festivals/shows)? Yes _____ No _____

Description of booth merchandise or services and price ranges: (Please be very specific).

Is product made by you or mass produced for resale?

Please list & describe previous experience including participation in special shows or similar events:

Please include year(s) participating in Grant Park Summer Shade Festival (if applicable)

Please submit, with this application, a minimum of one digital image of your festival booth/display (on CD). Photos will not be returned prior to the festival. Our Selection Committee will look for clean, neat and professional displays.

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READY to submit your application? Make sure you have included all items on the "Submission Checklist". The list can be found in this package of information. Incomplete applications will not be submitted to our Selection Committees. If each item on the list is checked, your application is ready to be submitted. Booth fees are due no less than 15 days after notification of acceptance.

All exhibitors are required to use 10x10 tents (white is preferred). Branded tents must be approved in advance. All tents must be treated with fire retardant material. Exhibitors must, upon request, show flammability certificate or manufacturer's tag. **Please initial here _____ to indicate that you can provide this information and will have it available at all times during the festival. Failure to provide this information can result in the Atlanta Fire Department closing your booth.**

The Festival can provide 10x10 tent, 1 6' table, two chairs for an additional fee of \$275. This includes set up/take down and weights. Side panels can be added for \$15 per side (four sides = \$60). This price is subject to change based on market rates for tent rentals.

Upon invitation/acceptance you will have 15 days to submit booth fees via USPS0

Cancellation: Prior to August 1, 2011, booth fee refunds may be requested in writing. The festival will retain a \$25.00 administration and processing fee. Sorry, after August 1, 2011, no refunds are granted.

What happens if I am not accepted?

The Selection Committee is diligent in its efforts to provide a broad range of disciplines, pricing levels, styles, representations, and professional displays. In some cases, applicants may not be accepted. Booth fee checks/charges are processed only when an exhibitor is accepted. Deposit checks are returned to you.

Fully complete and return this form, photos CDs, statement and fees to:

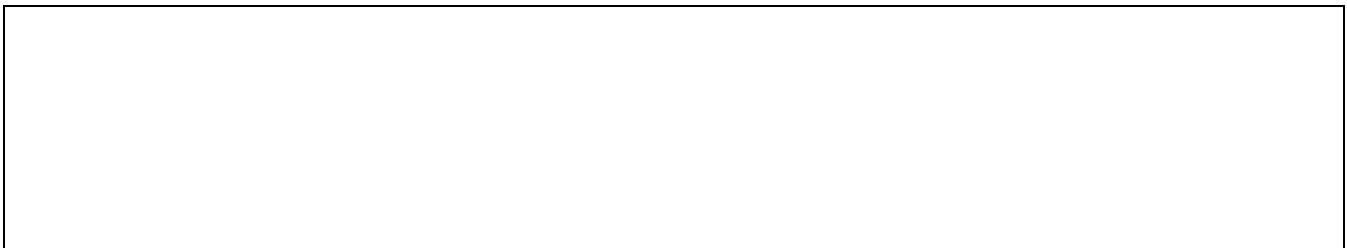
Grant Park Summer Shade Festival
Post Office Box 89189 Atlanta, GA 30312-9998
404-521-0938 Info

.....*Make checks payable to Grant Park Summer Shade Festival*

.....*Incomplete applications will not be considered.*

.....*Ej gem't gwt pgf 'lqt 'kpuwtkkpgv'lwpf u'y kn't gwn'kp'c wqo c'ke'f kus wrtkkcvkq0'*

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Operations Agreement

(must be signed/dated and submitted with application)

The operations agreement is a new attachment for our 2011 application and is put in place to remind exhibitors of our basic rules for operation during the 9th Annual Grant Park Summer Shade Festival. After reading each item, please initial to indicate that you have read and agree. These are not optional. All must be initialed. We will not honor incomplete applications.

The Festival determines operating rules and procedures based on our permits and regulations set forth by city ordinance, to provide a cohesive well-managed event, to provide for the safety and protection of attendees/participants and to protect the public space from undo harm or damage. The Festival expects all artists/vendors/sponsors to observe the operating rules. This form outlines selected rules but is not intended to provide a full listing. An operations manual will be available at a later date (on-line) for review.

If selected as an exhibitor to participate in the 9th Annual Grant Park Summer Shade Festival I understand and will adhere to all operating rules and procedures including those listed/initialed below and others to be provided in an operations manual at a later date.

- ✓ My booth will be open for business during all hours as set by the Festival _____
- ✓ This is an outdoor event. It is my responsibility to prepare for weather contingencies. The Festival determines at what point exhibitors may close their booths. _____
- ✓ I will attach sufficient weight on all corners of my tent to prevent my tent from becoming a missile in the event of high winds. I want to protect my work, the work of others around me and protect the safety of the public, fellow exhibitors, Festival staff, etc. _____
- ✓ I will not stake my tent or any other items in the ground or tie my tent to trees, shrubs, or other objects in the public park. _____
- ✓ Load-In is Friday, August 26 (unless I receive advance notice of a change) and I will adhere to times and instructions in order to help with an orderly set up. _____
- ✓ I will never drive my vehicle on grass or turf. All wheels of my vehicle will remain on asphalt or other hard surface at all times. _____
- ✓ I will pick-up/clean up around my booth space before leaving the Festival on Sunday evening. I will follow the rule of "leave it better and cleaner than when I found it". _____
- ✓ I understand fees paid help the Festival in the overall production of the event – marketing/promotion, sanitation, security, staging, signage, etc. If I need to withdraw from the Festival I will do so in writing prior to August 1, 2011. The Festival will withhold a \$25 administration fee. I understand that after August 1, no refunds are available. _____
- ✓ I understand the Festival is licensed by the City of Atlanta and the State of Georgia to sell alcoholic beverages during the event. Possession or sale of alcoholic beverages by unauthorized vendors will result in immediate removal of the offending artist/vendor. There is no refund of fees to offending artists/vendors. _____
- ✓ I will exhibit products/services as represented in the application submitted. The Festival reserves the right to close and/or remove exhibitors who attempt to show/sell products/works not listed in the application. Booth sharing is not permitted without the express written permission of the Festival.
- ✓ I will make alternate arrangements for my pets and understand I can not bring them into the Festival production area during the run of the show. _____
- ✓ I will insure that others working my exhibit during the run of show are familiar with the operations and rules and will adhere to the festival rules.

Print Name

Date

Signature

Business/Organization Name

Grant Park Summer Shade Festival 2011 Small Business/Non Profit/Community Organization Fee Structure

Applications submitted after March 1 and received or postmarked by April 15, 2011
\$250.00
(as space permits)

Applications submitted after April 15 and received or postmarked by June 1, 2011
\$300.00
(if space remains)

Applications submitted and postmarked after June 1, 2011
\$500.00
(if space remains)

Waiting List – The Festival will maintain a waiting list and will notify groups if/when an opening occurs.

Selection – Our Selection Committee reviews (complete) applications and looks for those who fit the criteria listed on the first page of this package –

- Small business, home-based non national, non franchise operations with less than 5 employees;
- Non profit organizations with an environmental focus or who partner with the Grant Park Conservancy on an annual basis;
- Community based groups /organizations

Checks Returned Due Insufficient Funds – any artist/vendor submitting a check that is returned to us for insufficient funds will be automatically disqualified and removed from our mail list.

Animal Welfare Groups – We welcome organizations that work with animal welfare but we do not allow animals on site, caged or otherwise.

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Small Business/Non Profit/Community Organization Application Submission Checklist

Incomplete applications will not be submitted to the review committees. Please make sure you have answered all questions, checked all boxes, initialed where required, etc. This checklist is designed to help you submit a complete application. If you have checked each item, you are ready to submit your application.

- First page of application is complete – category is selected; type of work is checked or indicated; description of merchandise with price ranges. Website and email information is critical. Most of our communication is via email. Without this, you may miss important updates, load in information, etc.

- Initial (page 2) to indicate you can provide flammability certificate for tent or that tent has manufacturers tag that shows flammability rating. (Atlanta Fire & Rescue Department requirement)

- Operations Agreement is initialed on each line and signed/dated. (this indicates to us that you have read each item in this agreement.)

- 1 image of display. It is in your interest to provide the best images of your work and display as possible. We will not return images unless you provide a self-addressed and stamped envelope (with proper postage). We look for well planned and professional displays.

- Check, money order, cashier's check is due 15 days after notification of selection (see fee structure) if application is submitted before July 1. After July 1, fees must be submitted with application.

- Signed/Dated Artist/Exhibitor/Vendor Agreement