

Bowman Spring Festival Friday and Saturday, April 19th & 20th 2024 And Big Iron Crank up Saturday, April 20th, 2024

Attention: Please read the attached rules & regulations page, as revisions have been made. Vendors must fill out this Reservation Form and return with Payment to address below. Please call or email prior to mailing payment to ensure space is still available. Spaces will be reserved on a first come, first **PAID** basis. Applications will NOT be accepted after Thursday, April 18th, 2024.

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

Mail this completed form along with check or money order payable to:

City of Bowman
P.O. Box 549
Bowman, GA 30624
Phone: 706-245-5432

Email:assistantcityclerk@cityofbowmanga.gov

OR

Fill out form online: www.cityofbowmanga.gov

RESERVATION FORM

Date: _____

Organization: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell # (____) _____ and / or Home # (____) _____

E-Mail: _____

*Please choose ONE of the four options below and indicate number of spaces needed

Square: # of space(s) _____

A: # of space(s) _____

B: # of space(s) _____

Electrical Outlet(s) \$15 each - # of outlets needed _____

*Please list top three Products being sold:

1. _____ 2. _____ 3. _____

BOOTH / SPACE INFORMATION AND FEES:

(ALL SPACES ARE A MINIMUM OF 10 FT. x 10 FT.)

FOOD Vendors - this applies to ALL vendors selling food PREPARED on location:

Spaces on the Square are 10'x 10' area

Area food vendors around the square **\$50 each* or \$90 for 2 days**

Arts/ Crafts around the square **\$40 each* or \$70 for 2 days**

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

****Must have continuous effort to observe proper food handling procedures. During the festival there will be random inspections. All Food vending spaces must have sanitation and hand washing stations.**

Arts/Crafts/Bake Sale Vendors:

Across from the square along Hwy. 17 **\$30 each* or \$50 for 2 days**

Along Hwy. 17 South of the square **\$30 each* or \$50 for 2 days**

Yard Sale/Flea Market Vendors

Along Hwy. 17 - **\$25**

Bingo Donations

Vendor product donations are accepted and we are grateful for them. They will be used as prizes for Bingo. **Bingo will be held Friday, April 19th at the Bowman Community Center.** Anyone wishing to donate can drop prize donations off at Bowman City Hall, at 25 Prince Ave; prior to this event:

Would like to make a product donation for a Bingo Prize? Yes _____ No _____

If yes, please describe: _____

Raffle Donations

Vendor product donations are accepted and we are grateful for them. They will be used for our raffle. **The raffle will be held on Saturday, April 20th on the Bowman Square.** Anyone wishing to donate can drop items off at the Bowman City Hall, at 25 Prince Ave; prior to this event:

Would you like to make a product donation for a Raffle Prize? Yes _____ No _____

If Yes, Please describe: _____

I hereby apply for booth/space rental at the Bowman Fall Festival. I have read the rules & regulations in its entirety and understand the provisions for vendors. I not only understand, but agree to comply with all conditions set forth. I understand that no booth/space will be held past Thursday, April 18th 2024 that has not been paid for. I agree to abide by the rules and regulations for the Bowman Festival and understand that I will be removed without a refund if any of these rules or regulations is 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, acts of war, or acts of God. I will be solely liable for any claims alleging death, illness or injury resulting from unfit food or beverages dispensed from my booth.

Signed: _____

Authorized agent or owner must sign

RULES & REGULATIONS - Please Retain for your Records

Hello participants, thank you for your interest in this year's Festival! 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, at the intersection of highways 17 and 172 in Bowman, GA.

DATE AND TIME: Friday and Saturday, April 19th and 20th, 2024. The Festival will begin at 6 p.m. on Friday evening. Along with arts & crafts on the Bowman Square. Big Iron Crank up will be at the Bowman Park.

ENTRY DEADLINE: Your signed Application and fee must be received by Thursday, April 18th 2024 to ensure a reserved space. Once all spaces are filled, you can be placed on an alternate list.

WEATHER: The scheduled event(s) will go on, rain or shine. **Vendor Fees are Non-Refundable.**

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 are a minimum of 2 spaces. Set up will need to be done the Friday before the event or before 6 am. If failure to do so and there are already other vendors set up, Trailer vendor FORFIETS there space without refund.**

VENDOR SETUP (SQUARE): You may set up any time after 5:30p.m on Friday, April 19th. **All vehicles must be removed from the Square prior to 9 a.m. Sat. morning. Vendor parking is NOT permitted on the Square OR along Hwy 172 (Broad Street) at any time during the hours of the festival - 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.

VENDORS ARE ASKED TO STAY UNTIL 5:00 P.M. BEFORE TEARING DOWN THEIR BOOTHS
Due to a high population of pedestrians in such a small area, having vehicles on the Square to remove your belongings is dangerous. Because this is a safety issue, we sincerely ask your cooperation in this matter.

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 good for 15 AMPS and will cost \$15.00 per drop. Extension cords should be 12 gauges 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 or 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 festival without a refund. Please do not bring personal radios, mp3 players, etc. to be played aloud. The special events committee will be providing music/entertainment through-out the day.

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 a 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 and hand washing stations.** Food vendors must provide their own garbage cans. **Tightly secured bags are to be placed in the dumpsters provided (not in the festival area cans).**

*** YOU MUST REMOVE TRASH FROM AROUND YOUR BOOTH AND PLACE IN THE GARBAGE RECEPTICLES BEFORE LEAVING. YOU MUST TAKE ANY OILS, FATS, GREASE OR OTHER SUBSTANCES**



David M. Curry
Revenue Commissioner

State of Georgia
Department of Revenue
3700 Atlanta Hwy.
Suite 268
Athens, GA 30606
(706) 389-6977

Staci Guest
Chief Tax Officer

MISCELLANEOUS SALES EVENT

INSTRUCTIONS:

- 1) Complete seller's information.
- 2) Complete event information.
- 3) Report the amount of taxable sales. If no taxable sales are made, a zero should be entered on this line.
- 4) Collect Georgia sales tax at the rate of the jurisdiction in which the event is held. Report the amount of taxable sales made and sales tax collected.
- 5) Pay to the GEORGIA DEPARTMENT OF REVENUE, by check or money order, the amount of sales tax collected. **DO NOT SEND CASH.**
- 6) If you are registered with the STATE OF GEORGIA for SALES AND USE TAX and will include these sales on your regular return, please provide your sales tax number: _____

1. SELLER'S NAME	
SELLER'S ADDRESS	
SELLER'S TELEPHONE NUMBER	SELLER'S E-MAIL ADDRESS
2. NAME OF EVENT (IF APPLICABLE)	
DATE OF EVENT	

JURISDICTION OF EVENT	TAX RATE OF JURISDICTION (Sales tax rate charts are available on the Department's website, https://dor.georgia.gov .)
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3. TAXABLE SALES	4. TAX COLLECTED
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5. AT THE CLOSE OF THE EVENT, THIS FORM AND ALL TAXES COLLECTED MUST BE:

Returned to the Revenue Agent on duty. Mailed within 3 days to the address below.

Should you have any questions, please contact:
Georgia Department of Revenue
3700 Atlanta Hwy.
Suite 268
Athens, GA 30606

Authorized Agent for State Revenue Commissioner

TELEPHONE NUMBER: (706) 389-6977

DATE: _____