



# STAND UP FOR AMERICA DAY FESTIVAL

SATURDAY, APRIL 27, 2024

CANTYRE STREET AT BARNSLEY ROAD

## Port Wentworth, Georgia

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### 2024 VENDOR REGISTRATION FORM

VENDOR NAME		VENDOR WEBSITE	
VENDOR ADDRESS		CITY/STATE	
CONTACT PERSON NAME / TITLE		PHONE NO. ( ) -	EMAIL ADDRESS
EMERGENCY CONTACT NAME		PHONE NO. ( ) -	EMAIL ADDRESS

### VENDOR BOOTH INFORMATION

The City of Port Wentworth offers its SUFAD vendors a **12 X 12' booth space** for an exhibitor's fee of **\$100 for Port Wentworth residents** and **\$110 for non-residents**. Electricity is provided for an additional **\$15 per outlet**. **PLEASE NOTE:** Spaces with electrical outlets are limited and are reserved on a first-come, first-serve basis. Although every effort will be made to accommodate placement requests and/or special circumstances, vendor booth locations will be at the discretion of the SUFAD committee. [See page 2 & 3 for a complete listing of vendor rules and responsibilities.](#)

<b>RESIDENCY</b>	<input type="checkbox"/> RESIDENT	<input type="checkbox"/> NON-RESIDENT
<b>BOOTH TYPE</b> Please provide a brief description of the merchandise for sale: _____ _____	<input type="checkbox"/> Antiques / Furniture <input type="checkbox"/> Arts & Crafts <input type="checkbox"/> Food Stand / Food Truck <input type="checkbox"/> Non Profit (Information Only) <input type="checkbox"/> Public Service (sales for fundraising) <input type="checkbox"/> Other _____	<input type="checkbox"/> Antiques / Furniture <input type="checkbox"/> Arts & Crafts <input type="checkbox"/> Food Stand / Food Truck <input type="checkbox"/> Non Profit (Information Only) <input type="checkbox"/> Public Service (sales for fundraising) <input type="checkbox"/> Other _____
<b>NO. OF BOOTHS</b>	<input type="checkbox"/> 1 - \$100 <input type="checkbox"/> 2 - \$180 <input type="checkbox"/> 3 - \$250	<input type="checkbox"/> 1 - \$110 <input type="checkbox"/> 2 - \$190 <input type="checkbox"/> 3 - \$260
	<b>TOTAL AMOUNT DUE \$</b> _____	<b>TOTAL AMOUNT DUE \$</b> _____

By signing below, vendor agrees to the attached rules and regulations set forth by the City of Port Wentworth governing Stand Up For America Day.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date Signed

### PAYMENT INFORMATION

**PLEASE MAKE CHECKS PAYABLE TO:** City of Port Wentworth

**MAIL PAYMENT(S) TO:** City of Port Wentworth | c/o: "Stand Up For America Day" | 7224 GA Highway 21, Port Wentworth, GA 31407

Cash, check and credit/debit card payments are also accepted in person at City Hall Monday-Friday 8:30 a.m. – 4:30 p.m.

**REGISTRATION FORM AND PAYMENT MUST BE RECEIVED BY: APRIL 12, 2024.**

#### FOR OFFICE USE ONLY

Date Payment Received: \_\_\_\_/\_\_\_\_/\_\_\_\_      Late Fee Added  Yes    No      Amount Received: \$ \_\_\_\_\_

Form of Payment:  Cash    Check (Ck. No. \_\_\_\_\_)    Credit/Debit Card      **Assigned Booth Space:** \_\_\_\_\_

**QUESTIONS?** | Visit: [www.cityofportwentworth.com](http://www.cityofportwentworth.com) | Email: [mcromer@portwentworthga.gov](mailto:mcromer@portwentworthga.gov) | Call: 912.964.4379



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## VENDOR RULES & RESPONSIBILITIES PAGE 2

**EVENT HOURS:** SUFAD event hours are from 10:00 am until the beginning of the Fireworks at 9:00 pm. Vendor booths are asked to remain open during event hours. If you have an emergency and must leave, please speak with event staff (Staff will be easily identifiable by the **STAFF T-SHIRTS**). However, due to the fireworks display and large crowds after

dark, vehicles will NOT be allowed into the festival area for departure until after the Fireworks are complete.

**CLOSING EARLY:** Vendors who wish to close early may do so at 6:00 pm. However, your vendor booth will be placed toward the back of the festival grounds so that vendors who are staying will be located closer to the main stage.

**SET-UP:** Participating vendors will be allowed to set-up as early as **Friday, April 26, 2023** from 2:00pm to 5:00 pm (Please specify if you would like to do so). **PLEASE NOTE:** Any equipment placed on the SUFAD festival grounds on this date will be at the sole responsibility of the vendor. The City of Port Wentworth will not be held liable for lost, stolen or damaged property. Vendors may opt for event day set-up on **Saturday, April 27<sup>th</sup>** as early as **7:00 am**. All booths must be completely operational by 9:00 am on festival day. Vehicles, equipment, and trailers belonging to any vendor must also be removed from the festival site no later than 9:00 am.

**PARKING:** A designated parking area has NOT been assigned for vendors. However, vendors typically park in the grass area behind the main entrance. **PLEASE NOTE:** Vendors located adjacent to the kiddie rides will not be able to park behind their tents. **EVENT PARKING** signs will be posted at various locations within the City alerting attendees where to park their vehicles. Parking is available on a first-come-first-serve basis.

**CLEAN-UP:** Vendors are responsible for supplying their own trash bags to discard waste materials. Bags must be tied and placed in the designated trash/recyclable receptacles located throughout the festival site. Booth areas must be thoroughly cleaned before leaving the festival grounds.

**BOOTH STAFFING:** Vendor booths should be manned at all times. Helpers/assistants are necessary to allow for restroom/other breaks throughout the day. Booths should NOT be unoccupied at any time. The City of Port Wentworth will NOT be held liable for lost, stolen or damaged property.

**BOOTH DISPLAYS:** Please bring a 10x10 tent to have during the event as one will NOT be provide, (if you would like to have one).

- Vendors will still be responsible for supplying their own tables, chairs, generators, and heavy-duty extension cords (100 ft. recommended).
- Signage, display items, merchandise and shelving must stay inside assigned booth space.
- Displays should be attractive and in good taste. SUFAD is a family-oriented event. Items being sold should be appropriate for both children & adults. The City reserves the right to disallow sale of illegal, dangerous, or disruptive products.
- For food vendors, any appliance used to prepare hot items must be kept in a safe area of the assigned booth(s).
- There is NO SMOKING in any vendor booth. Open flames or smoking materials are NOT permitted.

**PROHIBITED ITEMS:** The City of Port Wentworth retains the right to have any exhibited items it deems to be in poor taste or otherwise inappropriate (in its sole discretion) to be modified or removed. This includes, but is not limited to, explosives, incendiary devices, pornography, and illegal or offensive items of any kind. **Items prohibited during the event include: toy guns, candy cigarettes, bomb bags, stink bombs, knives, fireworks and inappropriate t-shirt designs or logos.**



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## VENDOR RULES & RESPONSIBILITIES PAGE 3

**MEAL TICKETS:** All participating SUFAD food vendors must accept the City issued Meal Tickets valued at \$15.00 per coupon. **Reimbursement Form** and all tickets received can be sent to the address listed on the form. Meal ticket reimbursements will be available within 2 weeks of receipt of form/tickets. Please be certain that your vendor name is listed on each ticket. **DEADLINE TO SUBMIT THE REIMBURSEMENT FORM AND MEAL TICKETS IS Friday, May 3, 2024.**

**LOUD MUSIC:** Due to SUFAD offering live performances and music throughout the day, it is asked that the volume of private p.a. systems, radios, etc. be kept to a minimum.

**ELECTRICITY & GENERATORS:** Limited electricity is available for an additional charge of **\$15 PER OUTLET. PLEASE NOTE:**

**Only 1 electrical outlet will be provided per booth space. Those vendors desiring to have more than 1 outlet will be required to purchase an additional booth.** Please bring a heavy-duty electrical drop cord (100 ft. recommended); multi-plug outlets are prohibited. The use of generators should be limited and will only be allowed if the noise is tolerable. The City of Port Wentworth reserves the right to turn off any noisy generators that interfere with neighboring booths and/or music/entertainment venues. Generators are NOT provided by the City.

**FIRE EXTINGUISHERS:** All food vendors are required to have on display a Class K Fire Extinguisher to be used in case of emergency. All tent covers must be fire retardant per the City of Port Wentworth Fire Marshall.

**INSURANCE:** Although we do not require vendors to maintain liability insurance for their booths participants are strongly encouraged to do so. **PLEASE NOTE:** Vendors are NOT covered by any insurance obtained by the City of Port Wentworth.

**NO SHOWS:** Any booths that have NOT been claimed by 9:00 am on event day may be given away or resold. No refunds will be issued.

**INCLEMENT WEATHER/CANCELLATIONS:** There is no rain date planned so come prepared rain or shine. No refunds will be issued for weather delays or event cancellations due to the weather. No refunds or credit will be given on booths cancelled less than 3 weeks before the event or for anyone who is a no show for any reason (including weather).

**ENTRY DEADLINE/PAYMENT:** The deadline to receive vendor form and booth fee(s) is **April 12, 2024. After this date, a \$30 late fee will be added to the cost of each vendor booth. \*All vendors will be notified via mail of booth number and other pertinent information no later than April 22, 2024. Vendor booths will NOT be reserved without accompanying payment.** Late receipt of forms/payment may reduce the chances of securing vendor space due to expanded festival activity. Both the vendor form and fee(s) can be submitted at Port Wentworth City Hall, 7224 GA 21 Highway, Monday - Friday 8:30 am - 4:30 pm. Credit/debit card, cashier's check, money order, personal check and cash are accepted as payment. The City of Port Wentworth does NOT accept American Express. There will be a \$25 fee assessed on returned checks. **ALL FEES ARE NON-REFUNDABLE.**