



**First Fridays Night Market  
2025 Vendor Application  
May 2, June 6, Aug 1, Sept 5, Oct 3**  
(application may be for one market or multiple)

Business Name	Thank you for your interest in becoming a vendor at the Hiawassee Night Market, please print clearly				
	May 2	June 6	August 1	September 5	October 3
Check appropriate month(s)					
Business type: (circle appropriate)	<div>Arts/Crafts</div> <div>Food Truck</div> <div>Plants</div> <div>Produce</div> <div>Vintage</div> <div>Other</div>				
Contact Name:					
Mailing Address:					
Phone:			Email:		
Website/Facebook					
Describe your products in detail. (Attach photos) Attached additional pages if necessary					

Check appropriate space(s)

☐ Vendor Fee: \$35 per month, must be paid before space is secured. Reviewed pg. 3 initial ☐  
☐ 10% discount if participating all five months and paid in full at beginning of the season.  
☐ White tent rental from DDA: \$25 per month (excludes 10% discount) based upon availability.

Make Checks Payable to Hiawassee DDA. 50 River Street, Hiawassee GA 30546

Office Use Only: Amount Paid: ☐ May 2 ☐ June 6 ☐ Aug 1 ☐ Sept 5 ☐ Oct 3

# Hiawassee's First Friday Night Market

## Applicant Guidelines

### Intro

The Hiawassee First Friday Night Market is an artist's/artisan market that creates a special mountain-town atmosphere where families and friends are connected through fun, shopping, live entertainment, and scrumptious food in Downtown Hiawassee. The event is held on the first Friday of each month, May – Oct (excluding July in 2025) from 5 PM – 9 PM at the Hiawassee Town Square.

### Guidelines

1. To qualify as a vendor ALL items must be created by the exhibitor, you must offer a handmade art/craft, locally sourced product, or locally grown and/or personally canned/prepared food. No direct sales, resale, or mass-produced merchandise is permitted. Applicants will be considered based on the description of wares for sale, photos provided, and locality.
2. Vendors may only sell items identified on their application and or approved by event manager.
3. Booth spaces (10 x 10) will be assigned prior to each market.
4. The vendor must carry appropriate licenses, certificates, insurance, and/or permits for the products they are making/selling. Vendor assumes all risks associated with improper licensing, certificates, etc.
5. Vendors must comply with all applicable federal, state, and local regulations.
6. One 110 electrical receptacle will be provided to each booth. No running of generators (the exception is food trucks, which can use a quiet generator).
7. Vendors are expected to conduct themselves in a courteous manner to other vendors, customers, and market personnel/volunteers. Fees will not be refunded to any vendor who is suspended or loses vending privileges.
8. A vendor with a reserved space must be in their space and set up no later than 4:30 PM on the day of each market.
9. Vendors are permitted to use the parking areas around the square while setting up but will need to move their vehicles to the back parking lots during the event. These parking lots are behind City Hall on Mathis Street and behind the County Courthouse.
10. Vendors must keep their booths clean and tidy throughout the night. We suggest storing boxes and trash cans under tables and using tablecloths to help hide messes.
11. This is a family-friendly event. No profanity, slurs, or drug references will be tolerated.
12. Vendors must clean up their sales area completely before leaving. This includes trash disposal. If you have a large amount of trash, a dumpster is located in the parking lot behind City Hall.
13. Vendors will be required to use a white tent, to keep the visual appearance of the market cohesive. If you do not have a white tent, you can rent one from the DDA for an additional charge. If you choose to use walls in your tent, they must be white as well.
14. Public WIFI is available in Town Square Park.
15. While we greatly appreciate and support our local non-profit organizations, no more than 2 spaces will be dedicated to these organizations, due to limited vendor space. We suggest partnering up with local organizations and sharing a booth. Nonprofit organization booths are available on a first-come, first-serve basis. Please contact us to reserve your space. Vendor fees are still applicable to these organizations.

### Participation:

Only completed applications with signatures, the Release of Liability and Waiver Agreement, the Indemnity Agreement, will be accepted. Payment must be received before a space may be reserved for applicant, submittal does not guarantee a booth space, the event organizer will confirm applicant participation. A \$35 fee will be accessed for all NSF returned checks. Please make a copy of the complete application and forms to keep for your records. Incomplete applications will not be considered.

1. Payment for the Night Market is as follows:
  - a. Vendor fee is \$35 per 10 x 10 space, per market.
  - b. Prepay for the year and receive a 10% discount as well as being listed as a vendor on our website. If you need to rent a tent, it will be an additional \$125 for the year.
  - c. **Month-by-month booth space:**
    - i. Vendor fee is \$35 per 10 x 10 space, per show, and is required to be submitted with the application 10 days prior to the event. The Hiawasse DDA reserves the right to reject applications that are submitted without payment. Applications received within 10 days of the event will be subject to an additional \$10.
  - d. **Month-by-month booth space with tent rental:**
    - i. Vendor fee is \$60 per 10 x 10 space with a white tent and is required to be submitted 10 days prior to the event. Note: The DDA has a limited number of tents available for rent and reserves the right to reject applications that are submitted without payment or if there are no tents available for rent. Applications received within 10 days of the event will be subject to an additional \$10 fee.
2. Cancellations:
  - a. Any cancellation must be received via email or in writing.
  - b. Up to 20 days prior to the event you may receive a refund for your booth MINUS \$10
  - c. Up to 10 days prior to the event you may receive a refund for your booth minus \$15
  - d. Less than 10 days prior to the event no refunds or credits will be given.
3. We have a limited number of vendor spaces. If something comes up where you will be unable to attend or will be tardy, please contact us as soon as possible.
4. No-shows and same-day cancellations may be denied approval at future events, subject solely to the event manager's exclusive decision.

#### **Set up/tear down:**

1. Vendors may begin setting up by 9:00 AM.
2. Vehicles may park around the Square for unloading/loading but must be moved to the back parking lots during the event. They must be moved by no later than 4:00 PM.
3. Subject to the weather section below, no teardown will be permitted before 9:00 PM. If you choose to tear down before this time, then you will not be asked to come back, and no refunds will be given.

#### **Weather:**

1. This is an outdoor event and will be held rain or shine, except in the case of severe weather where safety becomes an issue.
2. Because of advertising costs in preparation for the event, no refunds will be given due to inclement weather.
3. Early teardown will only be permitted if the event is cancelled, due to weather, by the event manager.

#### **Sponsorships:**

1. To make this event possible, we do offer sponsorship packages. Please contact us if you are interested in becoming a sponsor.

I HAVE READ THE VENDOR RULES AND RECEIVED A COPY OF THESE RULES AND REGULATIONS AND I AGREE TO ABIDE BY THEM. (All Rules and regulations are listed Please keep a copy for your records.)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Business Name \_\_\_\_\_

Are you willing to have your name and contact information shared with the directors of other local fairs? \_\_\_\_\_ yes \_\_\_\_\_ No

### **RELEASE OF LIABILITY AND WAIVER AGREEMENT**

I, (print name) \_\_\_\_\_, AGREE TO THE FOLLOWING: That I am over eighteen years of age, and that I have read and understood this Release of Liability and Waiver Agreement. That I hereby waive, release and discharge from any and all claims or liabilities for death, personal injury, property damage, theft, or damages of any kind, whether or not attributable to the negligence of City of Hiawasse, the Hiawasse Downtown Development Authority and/or any agents, successors, assigns, or employees of the City of Hiawasse, the Hiawasse Downtown Development Authority which may arise out of my use of the facilities of the City of Hiawasse. That I do hereby agree to indemnify and hold City of Hiawasse, the Hiawasse Downtown Development Authority and/or any agents, successors, assigns, or employees of City of Hiawasse, the Hiawasse Downtown Development Authority from and against any and all damages, losses, liabilities, obligations, penalties, claims, litigation, demands, defenses, judgements, suits, proceedings, costs, disbursements, or expenses of any kind or nature whatsoever (including, without limitation, attorney's fees and experts fees and disbursement) which may at any time be imposed upon, incurred by or asserted or awarded against City of Hiawasse, the Hiawasse Downtown Development Authority and/or any agents, successors, assigns, or employees of the City of Hiawasse, the Hiawasse Downtown Development Authority which relates to or in any way arises out of acts or omissions connected to my use of the facilities of the City of Hiawasse, the Hiawasse Downtown Development Authority, regardless of whether or not said acts or omissions were made by myself, my guests, or any vendors employed by myself in connection with my use of the facilities of the City of Hiawasse, the Hiawasse Downtown Development Authority.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Business Name \_\_\_\_\_

## INDEMNITY AGREEMENT

I, (print name) \_\_\_\_\_, AGREE TO THE FOLLOWING: The use and reproduction of any and all photographs and/or video clips taken of me in any form whatsoever for use in the City of Hiawasse, the Hiawasse Downtown Development Authority newsletters, brochures, flyers, on the City and Authority websites, and in any other publications produced for the City of Hiawasse, the Hiawasse Downtown Development Authority. The use of my name in any form whatsoever for use in the City of Hiawasse, the Hiawasse Downtown Development Authority newsletters, brochures, flyers, on the City and Authority's websites, and in any other publications produced for the City of Hiawasse and or the Hiawasse Downtown Authority I have read this document and am fully aware of the content and implications, legal and otherwise

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Business Name \_\_\_\_\_