



2024 SPECIAL EVENT EXPO

Official Application

Saturday, May 11th | 10 a.m. – 3 p.m.

NEW this year!

Business "Vendor" Name: _____

Contact Name(s): _____

Phone – Best: _____ Other: _____ Other: _____

Mailing Address: _____
Street or PO Box City State Zip

*E-Mail - Best: _____ Other: _____

**(Please write email addresses legibly as email correspondence(s) may be used as communications to you by the festival committee)*

Will you be demonstrating your talent at the festival (If yes, we will contact you to set up a time for your demonstration)? _____

Do you have special needs? Please explain: _____

Please give a detailed description of items you intend promoting. Make sure these items fit the entry guidelines of permitted products.

Attach an additional page if necessary: _____

Do you have a social media link: Facebook: _____ Website: _____

Please share with us OTHER EVENTS you have participated in: _____

Vendor Booth Fees:

Please NOTE new booth sizes and prices for vendors.

TYPE & LOCATION:	SIZES (PER BOOTH)	COST (PER BOOTH)	WILL YOU BE GIVING AWAY SAMPLES?	TOTAL BOOTHS REQUIRED
INDOOR VENDORS	4' X 8'	\$50		
FOOD & OTHERS INDOORS	6' X 8'			

FOOD TRUCK/TRAILERS:**UP TO 10' X 20'****\$100****ALL *FOOD TRUCKS/TRAILERS* please answer the following questions:**

1. Which side of the truck/trailer do you serve from
(Left being driver's side and right being passenger side, **CIRCLE ONE**)?
LEFT RIGHT
2. Do you have a TENT (CIRCLE ONE)? YES NO
3. Do you have TABLES and CHAIRS? YES NO
4. Do you have a generator? YES NO

No electricity is available for outside spaces. Generators are allowed outside with prior approval, as long as they are not a distraction to other vendors or guests.

If paying with debit/credit card or electronic check, please email your application to eaglestation2013@gmail.com

Payments can be made with a debit/credit card or electronic check online at: [2024 Special Event EXPO Payment](#)

(After clicking on the link, click on "pay with check" or "pay with credit card," then click on "payment type" drop down box and select "Eagle Station," then proceed to follow remaining instructions. In MEMO area please type 2024 SPECIAL EVENT EXPO.)

*If paying with paper check, please mail your **completed** application along with payment to the following:*

**Eagle Station
3507 Williams Street
Patterson, GA 31557**

Please read AND follow all ENTRY GUIDELINES below:

GUIDELINES FOR ALL VENDORS

- **Vendors are required to stay open during festival hours.** Booths must be ready for business **no later than 9:00 a.m.** Early setup is Friday, May 10, 2024, between the hours of 2 and 4:00 p.m. The building will be secured overnight and video cameras are in place. Saturday registration is 7:30 to 8:30 a.m. – **LATE VENDORS MAY HAVE BOOTH RELOCATED.**
- **No Refunds will be granted.**
- All vendors are required to check in at "**REGISTRATION**" cart on Friday and Saturday.
- If you require more than the designated space, you will need to purchase additional space(s). You may be asked to move items if they hinder movement through the festival area.
- Festival personnel will be out front, at the doors, and/or within the exhibit areas to direct you to your assigned space for load-in and to answer questions.
- Pets are **NOT** allowed within the festival area.

Contact Information: www.cityofpattersonga.com, www.theeaglestation.org, call (912) 647-5776

By signing this application form, **you are agreeing to ALL the above stated rules, guidelines and expectations of the 2024 Special Event Expo and as a vendor.** The undersigned agrees the City of Patterson, the Patterson's Special Event Expo committee, and Eagle Station will not be liable for any damages, loss, or injury to undersigned's property or any personal injury, which they, their employees, or volunteers may sustain while engaged at this festival, May 10th – 11th, 2024.

Signature _____ **Date** _____