

**59th Annual
MAYSVILLE AUTUMN LEAF FESTIVAL
October 3rd-5th, 2025**

Office Use Only

☐ Fees Paid \$ _____
☐ Photo Received

Booth Number _____

Name of Business: _____ Contact Person: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

VENDOR BOOTHS:

❖ To self-select/guarantee booth location, you must submit your application and pay by June 1, 2025.

	TYPES	By June 1st, 2025	By August 15, 2025	After August 15, 2025
<input type="checkbox"/>	Craft/Snack Booth - 12x12 space (Food not prepared onsite)	\$100.00	\$125.00	\$150.00
<input type="checkbox"/>	Food Booth - TWO 12x12 spaces (Church or Civic Group)	\$150.00	\$175.00	\$225.00
<input type="checkbox"/>	Food Booth - TWO 12x12 spaces (Private)	\$195.00	\$225.00	\$250.00
<input type="checkbox"/>	Children's Area - ONE Activity (Additional \$50 per Activity)	\$175.00	\$195.00	\$205.00
<input type="checkbox"/>	Non-Profit Booth - 12x12 space (From Banks/Jackson Counties)	\$50.00	\$50.00	\$50.00

ELECTRICITY is limited in availability.

_____ Number of 110 (20 amp) plug-ins - \$10 each. All paid lines will be tagged at the event. Untagged lines will be assessed a fee of \$20 each or be unplugged if lines are not available for prepaid lines.

Attach or send a photo(s) of your booth layout showing the front and products sold.

Description of Booth:

List products that will be sold, the activity provided, or what information will be available.

Payment is required at the time of application. Checks can be made payable to Maysville DDA. PayPal/Venmo available upon request.

Applications will be reviewed as they are received. Your space is not fully confirmed until your application is approved and payment is received.

A copy of your application and acceptance confirmation will be emailed back to you.

No applications will be accepted after September 12, 2025.

Vendor Booth Fee:

Electricity Fee: _____ x \$10.00

Total:

Total Fees Paid:

VENDOR AGREEMENT: I will take full responsibility for my employees' safety, work, and myself. I will indemnify the Maysville DDA and the City of Maysville and will hold the City, its staff, volunteers, event sponsors, and owners of private property utilized by the festival harmless for any personal liability claims and loss or damage of goods that may arise from participation in the Maysville Autumn Leaf Festival 2025. I understand my booth, display, and listed items must be consistent with what was submitted for acceptance. If deemed inconsistent, I will be asked to leave the event and forfeit any fees paid.

Signature: _____ **Date:** _____

VENDOR APPLICATION RULES, REGULATIONS, ADDITIONAL INFORMATION

HOURS OF OPERATION: Vendors must be open and operating the following hours: **Friday: 3:00 pm - 9:00 pm; Saturday: 9:00 am - 10:00 pm; Sunday: 1:00 pm - 5:00 pm.** It is REQUIRED that all vendors operate their booths for the entire event and understand that tear down on Sunday before 5:00 pm is not allowed for any reason, regardless of whether you run out of product. Should hours need to be adjusted, vendors will be notified before the start of the festival.

REQUIREMENTS FOR BOOTHS: This is an outdoor park setting; not every space will be completely level or have shade, so please be flexible in adjusting your display to the assigned area. All vendors are responsible for providing their own covered tent, tables, and chairs. Tents must be staked or weighted down and be able to handle all weather conditions. All booths should be kept clean and visually appealing. You must have a printed sign (not handwritten) that identifies the name of your booth.

If electricity is purchased, you must provide your own 12-gauge extra heavy-duty U-grounded extension cord (100 feet preferred). Electrical cords not meeting this requirement will be disconnected. All paid lines will be tagged at the event. Untagged lines will be assessed a fee or be unplugged.

BOOTH ASSIGNMENTS: You will receive your booth space location from festival management when you check in for set-up on Thursday afternoon or Friday morning. You may select your preferred booth location if the application and payment are received by June 1, 2025. (If multiple vendors desire the same space, the first accepted and paid application will get the space.) The assignment of spaces is at the discretion of the festival management. All placement decisions are final - no negotiations.

APPROVED ITEMS FOR SALE: Your application must include a full list of items you want to sell/display/hand out. (All items are subject to approval by the Festival Committee. No unapproved items are allowed.) *Water and soft drinks will be sold by the Maysville DDA ONLY.*

VENDOR CHECK-IN & SET-UP: Check-in/Set-up will begin on Thursday, October 2nd, from 3:00-8:00 pm or Friday, October 3rd, beginning at 8:00 am. Booths must be up and operational by 3:00 pm on Friday. NO vehicle access is permitted into the festival area after 1:00 pm on Friday, so please plan accordingly. Do not block sidewalks or walkways during festival hours.

VENDOR TEAR DOWN: On Sunday at the close of the festival, vehicles may not enter until all customers have vacated the festival area. During tear down, vendors MUST take down their booths, pack, and THEN check out with festival management to get approval to drive a vehicle onto the grounds. All booths must be removed and the area cleaned by 8:00 pm on Sunday.

PAYMENT: Payment is required at the time of application. A check is preferable, made payable to Maysville DDA.

ETHICS AND CONDUCT: Appropriate behavior must always be displayed by vendors. No profanity, yelling, or aggressive behavior during the festival. Vendors are prohibited from smoking/vaping and consuming alcohol inside their booth space.

NO PETS ALLOWED: No animals are allowed in booth spaces during the festival (except for service animals).

PARKING: Parking for vendors is located on the west end of the park and will be marked. Absolutely no parking next to your booth.

SECURITY: The Maysville Police Department will patrol the area during Festival hours and on Friday and Saturday nights. The festival is located in an ungated area. The Maysville DDA and the City of Maysville will not be liable for any loss, theft, or damage of any kind.

ACCEPTANCE: The Maysville DDA reserves the right to limit or deny booth applications.

REFUNDS: Once your payment has been processed, no refunds will be issued for cancellation of your booth space, electricity fees, or less than desirable sales of your product.

I, the undersigned, have read and retained a copy of the Vendor Regulations, agreed to the stated terms and conditions, and understand the terms stated within.

Signature: _____ Date: _____

Mail/email the application, fees, and photo to:
Maysville DDA, PO Box 273, Maysville, GA 30558
Email: maysvilledda@gmail.com

For More Info Contact: Aimee Beck 706-215-4480 Michelle Farmer 770-367-1251