

First Friday - Organization Application Form

Submit to: Melissa Sherwood
Greater Augusta Arts Council
1301 Greene Street
Augusta, GA 30901
706.826.4702, ext. 3
706.826.4723 (fax)



MONTH APPLYING FOR (List ONE month only): _____

Organization's Contact Person: _____

Organization's Name: _____

Mailing Address: _____

Contact Person Home Phone, Cell Phone number: _____

E-mail: _____

Type of activity **in detail**: _____

Will you have music? YES NO Do you require electricity? YES NO Note: **Electricity is usually unavailable**

Are you a Non-profit? YES NO If yes, do you have IRS status as a 501(c) (3) organization? YES NO

Will you be selling anything? YES NO If yes, what? _____

Have you participated in the past? YES NO If yes, at what location? _____

Do you currently have permission from a business owner to setup in front of a shop? YES NO

If yes where? _____

(Business Name and Address)

Applicant Signature

Date

This application must be submitted to the Greater Augusta Arts Council five business days before event date. Submission of application does not guarantee inclusion in the event. We try to accommodate as many organizations as is prudent for First Friday and cannot guarantee inclusion. If your application is rejected, you will receive notification and an explanation as to why you were turned down.

First Friday is a family-friendly event. All participating organizations must follow the established event guidelines.

All participating organizations must be vacated from their First Friday locations by 10:00pm – no exceptions.

Greater Augusta Arts Council
VENDOR/PARTICIPANT RULES



1. STREET VENDOR ELIGIBILITY AND CONDUCT

Street vendors selling handmade items are preferred; however buy/sell, imported and mass-produced items are acceptable. Food vendors that do not directly compete with restaurants are acceptable (e.g. Bavarian nut vendor, ice cream vendor, jam/jelly/preserves vendors, etc).

Food vendors must have a food service license.

“Garage sale” vendors are not acceptable. Sale of inappropriate items such as guns, knives, sexual or drug related paraphernalia is not permitted. Sale of alcohol by street vendors is illegal. *All vendor applications are subject to approval by the Vendor Committee.*

2. VENDOR SPACE FEES

The street vendor fee is **\$25 per month.** Cash and check are accepted. Please make checks out to: **Greater Augusta Arts Council.**

Vendor fees must be mailed to/dropped off at the Greater Augusta Arts Council, located in the Sacred Heart Church, Augusta, GA, **10 days prior to First Friday.** If the fee is not received – the vendor will be unable to sell at the event. This is to ensure that all First Friday Vendors will receive proper placement at First Friday.

Mail application and \$25 vendor fee to:

Greater Augusta Arts Council
Attention: Melissa Sherwood
1301 Greene Street
Augusta, GA 30901

There is no charge for charities and non-profit organizations, but a completed application is required.

3. VENDOR PLACEMENT

The Greater Augusta Arts Council will inform the vendor of his/her vendor location. All vendors are required to set up as instructed by the First Friday staff.

4. VENDOR/PARTICIPANT PASSES

Vendor passes may be picked up from the Greater Augusta Arts Council tent on the corner of 10th & Broad Street at First Friday. **All street vendors and participating organizations, with the exception of the city licensed street vendors, MUST have a vendor/participant pass.** This includes organizations handing out information, restaurants selling food on the sidewalk, musical groups, etc.

5. CLOSING

All vendors/participating organizations shall start packing up by **9:30 and be vacated by 10:00.** The Augusta police are authorized to take appropriate action against vendors that do not comply with this requirement. Failure to comply may result in exclusion from further event participation.

6. UNCATORAGIZED STREET VENDORS

Those street vendors not mentioned above, wishing to participate in First Friday, shall request a space by contacting the Greater Augusta Arts Council First Friday Chair, Melissa Sherwood, at 706-826-4702 ext. 3.

NON-PROFITS & VENDORS BE INFORMED:

- **Hand bill/Pamphlet Distribution:** No distribution of hand bills/pamphlets by roaming groups is permitted. All groups are required to set up a table/display area and remain at their booth during the event.
- **Electricity & Lighting:** In most cases, power cannot be provided to vendor spaces along Broad Street. **Vendors/groups are encouraged to bring battery-powered lights for additional lighting.** Lighting along Broad Street is very poor, especially during the winter months. **Please plan accordingly.**
- **Enforcement:** Block captains and/or First Friday staff/volunteers shall ensure the above guidelines are met. The Block captains and/or First Friday staff/volunteers shall ask any street vendors/groups not meeting these requirements to leave. If the vendor/group does not comply, the Augusta police may be called for further action.
- **Street vendors/groups** shall not approach people walking on the sidewalk or in the Commons Area to solicit sales or donations.
- The **City of Augusta Special Events Manager** determines the fees for vendors located in the **Augusta Commons Area**. If you are interested in vending in the Commons Area – please contact the Special Events Coordinator, Yolanda Marshall, at 706-821-1754.