

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)
melissa@augustaarts.com



MONTHS APPLYING FOR: _____

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? (not required) 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

2009 VENDOR/PARTICIPANT RULES



1. BROAD STREET VENDOR ELIGIBILITY

Vendor spaces are limited. Beginning June 1st, 2009, only those vendors producing their own arts and crafts will be accepted for participation along Broad Street. If you sell items that are not handcrafted, please contact the Augusta Common to receive their First Friday vendor application. Contact information for the Augusta Common is located on the reverse side of this document.

Note: From time to time vendors not producing their own goods will be allowed to participate. Each non-arts and craft vendor application will be reviewed on a case by case basis. Limited spots may be available. If you are an established First Friday vendor who does not produce your merchandise, please speak with Melissa Sherwood to discuss options.

Sale of inappropriate items such as guns, knives, sexual or drug related paraphernalia is not permitted. Sale of alcohol by street vendors is illegal.

Food Vendors

All available food vendor spots along Broad Street are currently full. If you'd like, you can contact the Augusta Common to check their food vendor availability. Contact information for the Common is provided on the reverse side.

All vendor applications are subject to approval by the Vendor Committee.

2. VENDOR FEES

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

Mail application and \$25 vendor fee to:

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

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. Please let Greater Augusta Arts Council know IN ADVANCE if you have any special needs.

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/TAKE DOWN

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.

7. NON-PROFITS

Spaces for non-profit groups and other organizations are limited. For the greatest chance of inclusion in First Friday, groups are encouraged to get their organizational application in several weeks prior to the event.

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.

EVENT NOTES

- **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.

- **Participant Conduct:** Event participants shall not approach people walking on the sidewalk or in the Augusta Common area to solicit sales or donations. Event participants will conduct themselves in a manner fitting with the family-friendly event environment. Use of profanity and sexually explicit or violent music/artwork/content, etc. is prohibited.

The Augusta Common

The **City of Augusta holds its own First Friday in the Augusta Common**. The Special Events Manager determines the fees for vendors located in the **Augusta Common** area. If you are interested in vending in the Common Area, please contact the Special Events Coordinator, Yolanda Marshall, at 706-821-1754.

First Friday is a family-friendly event. All participating individuals and organizations must follow the established event guidelines. Participant spaces are limited. Submission of application does not guarantee inclusion in First Friday.