



# KINGSLAND CATFISH FESTIVAL

107 S Lee Street, Post Office Box 250 | Kingsland, GA 31548 | Phone: 912-729-5613 |

[www.KingslandCatfishFestival.org](http://www.KingslandCatfishFestival.org)

## **VENDOR APPROVAL PROCESS**

**APPROVAL PROCESS:** Complete the vendor application form and submit it for approval. Upon successful review, conditional approval will be granted and an invoice will be emailed to you with payment instructions. Payment is due upon notification. Please note the following is required before final approval is granted:

- Your application is not approved until full payment is received. Vendor spots will not be held more than 14 days after initial payment email request. If you do not submit your payment in a timely manner, your application will be denied and you will be required to re-submit in order to participate in the festival. If you require payment by MONEY ORDER OR CASH, please note that under additional comments on your registration
- Food vendors must submit a complete menu of proposed food items and photos of booth; all other vendors should provide a detailed description of booth and items for sale. **\*\*NOTE: Water connection is NOT available at booth space\*\*** Food Vendors are required to abide by state and local food, health and safety regulations. All food vendors may be inspected by the Camden County Health Department prior to selling any food items. No inspection fee will be charged for this service, but every food vendor may be inspected. If the Health Inspector finds a violation of the Health Code, they will advise the vendor how to correct the problem. If the vendor is unable to correct the violation, they will not be allowed to sell at the festival. No refunds will be issued under these circumstances. For more information, contact the Camden County Health Department at (912) 729- 6012. Note: If you will be serving CATFISH, please advise us so that we can include your booth on the CATFISH VENDOR MAP
- Amusement vendors who market games of chance, rides and/or face painting must have their insurance agent mail a Certificate of Insurance showing current liability coverage before space can be confirmed. The Certificate of Insurance must name the City of Kingsland / Kingsland Downtown Development Authority as an additional insured.

**VENDOR CHECK-IN:** Prior to the festival weekend in November, you will receive a complete vendor packet by email containing all the event details including check-in process and location. Booth assignments will be given upon arrival on the day of the event. Space assignments will be made at the discretion of the festival organizers. Please ensure that we are kept up-to-date with your correct email address should it change prior to the festival.

**CONTACT US:** Kingsland Catfish Festival 1190 Boone Avenue Kingsland, GA 31548 Phone: 912-729-5999, Email: [Vendor@KingslandCatfishFestival.org](mailto:Vendor@KingslandCatfishFestival.org)