



Dear Vendor,

The City of Bainbridge will be sponsoring the July 4th Celebration on Saturday, July 4, 2026. The event will be held at the Earle May Boat Basin, 100 Boat Basin Circle, Bainbridge, Georgia 39817. We are now accepting vendor applications for this event.

The vendor fee is **\$125.00** and must be paid in full upon application to be considered for the event. Vendors must provide the City of Bainbridge with a **Certificate of Liability Insurance** in the amount of \$1,000,000.00, naming the City of Bainbridge as an **Additional Insured** and the **Certificate Holder** upon application to be considered for the event.

If you are interested in being a vendor, please complete the enclosed application and return it, along with your Certificate of Liability Insurance, a copy of any menu displayed at the event, and the \$125.00 fee, to:

The City of Bainbridge

Attention: Sarah Howell

P.O. Box 158

Bainbridge, Georgia 39818

Note: Make all checks payable to the City of Bainbridge.

The required application, documentation, and payment must be received by the City of Bainbridge **no later than Monday, June 5, 2026, at 5:00 PM**. Please note that any applications received after that time will NOT be accepted. Please note that incomplete applications and documentation will not be accepted.

Should you have any questions regarding the event or the application, please do not hesitate to reach out. My contact information is provided below.

Thanks,

Sarah Howell

Marketing and Events Coordinator, City of Bainbridge

Phone: (229)-515-8616 Email: sarah.howell@bainbridgecity.com

Vendor Rules

1. The vendor must accept the location that he/she is assigned by the Event Coordinator. Locations will be assigned prior to the event, and the Event Coordinator agrees to notify vendors of their location assignments via email by **Tuesday, June 23, 2026**, at close of business.
 - a. Location assignments are at the discretion of the Event Coordinator and will be based on the product/food/beverage. The City of Bainbridge reserves the right to refuse any vendor.
 - b. The vendor is not allowed to change his/her location assignment.
2. The vendor agrees that no part of his/her setup may extend beyond the space assigned to him/her (including, but not limited to tent tie downs, trailer hitches, campers, canopies, etc.). The vendor agrees to provide the total footage of length needed for setup in his/her application.
3. Vendors shall be solely responsible for the collection and payment of all applicable Georgia sales tax.
4. Vendors are only allowed to sell the items noted in their application. **No unauthorized vending will be allowed at this event** (this includes, but is not limited to, bottled water, soft drinks, etc.).
 - a. The vendor agrees to provide the City of Bainbridge with a copy of any menu to be displayed at the event upon application to be considered.
5. **NO REFUNDS** will be made available for any reason, cancellation, removal for cause, or act of God.
6. Vendor understands that only ONE standard 20-amp outlet is provided per vendor spot (one standard outlet with two plugs).
 - a. Additional outlets—when available— may be purchased in advance for \$30.00 by contacting the Event Coordinator.
 - b. 30-amp service is not available.**
7. Vendors must provide and maintain their own containers for the proper handling and disposal of gray water and grease.
 - a. Shared running water spigots shall be made available to vendors on site on the day of the event.
8. Failure to abide by these rules will result in immediate removal from the event and all fees forfeited.

Vendor Application

Event: July 4th Celebration

Date: July 4, 2026

Vending Fee: \$125.00

Total Paid: _____

Date Paid: _____

Please provide the following information. Please note that incomplete applications will not be accepted.

Tent or Trailer: _____ Space Needed (length in feet): _____

Will you need a power outlet? (Circle Yes or No): YES NO

Will you bring a generator? (Circle Yes or No): YES NO

Vendor Name: _____

Business Name: _____

Business Phone: _____ Cell Phone: _____

Email Address: _____

Mailing Address: _____

Items to be Sold:

Please list ALL the products you wish to sell at this event. Be specific in your descriptions.

You may attach another sheet to properly detail these items. (This is in addition to providing a copy of your menu.)

I acknowledge that I have read and understood the rules and regulations governing this event and agree to comply with all such rules, as well as all applicable federal, state, and local laws and ordinances. I hereby release, waive, and forever discharge the event organizers, sponsors, and their respective affiliates, officers, agents, employees, and representatives from any and all claims, liabilities, damages, losses, or expenses arising out of or related to my participation in the event. I further agree that the event organizers shall not be held responsible for any loss, damage, or theft of property. I understand and acknowledge that participation in the above-described event does not guarantee any financial return or other benefits. I affirm that I understand and accept these terms and limitations.

Signature

Date