Covington Fall Festival 2026 Vendor Guidelines

1143 Oak Street SE | Covington, Georgia 30014
COVFarmersMarket@cityofcovington.org

The Fall Festival is a celebration of the fall season in Covington and include a limited number of vendors as a supplement to this family fun event that will include activities, music, games, and community fun in October 2026.

To qualify as a vendor for the Fall Festival, you must fill out an application. ***Please note that completing an application does not guarantee you a vendor spot.*** Vendors are selected based on the needs of the event. Vendors will be notified via email if they have been selected to participate. The selection of vendors will include arts, crafts, bakers, and miscellaneous artisans.

FALL FESTIVAL LOCATION

The Fall Festival is held on the downtown Covington Square from 10 a.m. to 3 p.m. unless otherwise noted.

FALL FESTIVAL VENDOR SETUP

Vendors will be emailed their set up time along with a numbered space and map.

- **Tables, chairs, tents and electricity <u>are not provided</u>.**
- **No generators allowed.**
- 10x10 spaces are assigned the week prior to the fall festival and space numbers are sent out the Friday (day before) before the fall festival.
- Booths must have a fire extinguisher per the City of Covington Fire Marshal Vendor Regulations. The Fire Marshal will be onsite to check all booths.
- If using a tent, all 4 legs must be weighted down or you will not be allowed to use your tent. Acceptable weights include store bought tent weights, water-filled gallon jugs, cinder blocks, and other heavy-duty items that can be attached directly to each leg of the tent.
- Vendors will be assigned a space based on product balance and special requirements. *We cannot guarantee accommodation of special requests.*
- Vendors will be unable to park next to their booth space as cars must be moved out of the festival area and beyond the road closures. Vendors will unload at their space and then must move their vehicles. If you have a truck and trailer, please follow the directions of Fall Festival staff to ensure your vehicle/trailer are not blocking passage for other vendors.
- No large or enclosed trailers are allowed. Boiled peanut trailers 4' x10' or smaller are the only exception.
- We can accommodate approximately 80 vendors which includes a limited number of non-profit booths.

PRODUCT & VENDOR GUIDELINES

Licensing, Product Types, Diversity of Product – Where Applicable

Vendors, relative to food products, shall have all health department, Georgia Department of Agriculture, USDA, and any other applicable federal, state, or local licenses required in order to sell items. A copy of any pertinent license shall be emailed to covfarmersmarket@cityofcovington.org. If you are not sure if your product requires certain licensing, please visit the Georgia Department of Agriculture's website https://agr.georgia.gov/licensing for more information.

- ❖ **REVISED COTTAGE FOOD ITEMS REQUIREMENTS AS OF JULY 1, 2025:** Cottage Food License (https://agr.georgia.gov/cottage-food-licenses): Per the Georgia Department of Agriculture, the below items are considered Cottage Foods:
  Baked goods such as loaf breads, rolls, biscuits and cakes, except those whose fillings require refrigeration or have high moisture content; jams, jellies, and preserves, except fruit butters when their commercial sterility may be affected by reduced sugar or pectin levels; uncut fruits and vegetables; dried fruits; dry herbs, seasonings, and mixtures; cereals, trail mixes, and granola; coated and uncoated nuts; vinegars and flavored vinegars; dill pickles; confections; fudge; dry soup mixes; roasted coffee beans; dry pasta; and popcorn, popcorn balls, and cotton candy.
- ➢ A cottage food operator or seller shall provide the following information to consumers of a cottage food item:
  - The business name, address, and telephone number of the cottage food operator. A cottage food operator or seller may elect, in lieu of providing an address, provide an identification number to be provided by the department upon written request.
  - The following statement in at least 10-point font: 'This product was produced at a residential property that is exempt from state inspection. This product may contain allergens.'
  - Such information shall be provided on a label affixed to the package, if the cottage food item is packaged; or on a label affixed to the container, if the cottage food item is offered for sale from a bulk container.
- ❖ All vendors are expected to clearly label all products as necessary in accordance with all applicable local, state, and federal rules and regulations.
- ❖ Vendors will be selected based on customer demand, space availability, and maintaining a balance in product diversity. Other factors considered in the selection process: uniqueness and quality of product, professional display, clear signage, and previous history with events (attendance, rule compliance, interactions with customers, staff, and vendors).
- ❖ **The Covington Fall Festival reserves the right to limit the number of vendors selling duplicate items. However, there is no guarantee that any vendor will be an exclusive seller of any product. Exclusivity cannot be promised.**
- ❖ Open flame cooking is not allowed at vendor booths registered as a Fall Festival vendor.

NON-PROFIT BOOTHS

- ❖ The Fall Festival will be open to a limited number of local non-profit booths who are interested in sharing their mission with the community.
- ❖ Participating non-profits must be a 501(c)3. Please email proof of non-profit status to COVFarmersMarket@cityofcovington.org once you've submitted your application.
- ❖ Non-profits will not be allowed to ask donations onsite.
- ❖ Non-profits must include a family-friendly small game or activity at their booth along with any literature and/or promotional items they are interested in providing.
- ❖ Campaigning Is not allowed at the Fall Festival.

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HEALTH REGULATIONS
All vendors participating in the Fall Festival shall comply with the sanitary rules and regulations of the County and State Health Departments. All food must be properly displayed and prepared in accordance with all local, state and federal regulations.

SPACE RENTAL FEES
A vendor must pay a non-refundable fee of **$25 cash/check made out to Discover Covington and it is due by Wednesday, October 7, 2026.** Payment may be mailed to the attention of the Covington Fall Festival, 1143 Oak Street SE, Covington, GA 30014 or dropped off at the Covington Welcome Center in person (same address for mailing). Receipt of payment confirms your spot. If payment is not received by the deadline, your spot will be given to a vendor on the waiting list. The $25 non-refundable fee covers the space only. It does not cover table, chair, tent or electricity. ***If mailing your payment, we cannot guarantee it will arrive before the deadline.***

LIABILITY
All authorized Vendors participating in the Covington Fall Festival are independent operators and shall be liable for any loss or damage to property, personal injury, including death, or any other injury or damage that may occur as a result of any act or omission of Vendor and/or Vendor's agents, representatives, employees and contractors. Vendor further agrees to indemnify and hold harmless the Covington Farmers' Market, Discover Covington and City of Covington, its elected officials, officers, agents, employees and representatives, for any loss, costs, damages and other expenses including attorneys' fees and costs of litigation, incurred as a result of any act or omission of Vendor and/or Vendor's agents, representatives, employees and contractors, except to the extent said loss or damage is caused by a negligent act or omission of the Covington Farmers Market, Discover Covington, its officers, directors, agents, employees and representatives or the City of Covington, its elected officials, officers, agents, employees and representatives.

FALL FESTIVAL COMMUNICATION
Communication with Fall Festival staff is essential to providing a well-balanced event. Fall Festival communications are through email or other mode of communication as designated by the staff. The email address is COVfarmersmarket@cityofcovington.org. Space assignments are emailed the day prior to the event. **If you are unable to attend, please inform our staff via email by Tuesday, October 13, 2026. Email is the primary form of communication from our staff. Please check your email including your Spam/Junk folder.**

MISCELLANEOUS

- **Prohibited items at the Fall Festival:** Drugs, cigarettes, e-cigarettes, and alcoholic beverages are prohibited at the Fall Festival.
- **Inclement Weather:** If, on the evening prior to or on the day of the Fall Festival, the weather prior to commencement of the festival is dangerous, the festival will be canceled or rescheduled IF POSSIBLE, and vendors will be notified via email. However, if the weather starts out unconducive for the event but appears to be clearing up, we may push back the beginning of the festival.
- **Campaigning:** Campaigning Is not allowed at the Fall Festival.
- z**Weather:** If the forecast predicts 60% chance of rain or higher throughout the day on the Thursday and/or Friday before, with or without high winds, the Fall Festival may be postponed, rescheduled, or cancelled. Please check your emails and Facebook (@covingtongafarmersmarket & @cityofcovingtonga) for weather and cancellation updates.

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