

Guidelines for Main Street Market Day Vendors

- Acceptance into our market is strictly product based, and we reserve the right to accept vendors based on: qualifications, quantity, quality and craftsmanship.
- Completed applications must be submitted in full by the 5th day of the month prior to the event.
- A completed application consists of the submitted information that is required within the online form, including attachments.
- No vendor should apply to the market with the intent to engage in: solicitation, marketing for direct sales, collection drives, political or religious activities.
- Applicants must have an active email address to apply to the market. Applicants who do not receive a notification email after submitting this form should contact Main Street Newnan at (770) 253-8283.
- Monthly Market Day Vendors will be placed in their location by the Market Manager. The Market Manager cannot guarantee any particular space or booth number to any monthly vendor. Special circumstances, including unique vending needs and accessibility needs as a result of a disability will be considered.
- The Market Day is a Rain or Shine event, vendors will not be reimbursed as a result of unfavorable climatic conditions. The Market Day will not be canceled as a result of inclement weather unless conditions present a serious threat to public safety.
- Produce, live plants and food items are regulated by Main Street Newnan, and may also be regulated by GA State Law.
- Vendors selling eggs, meat, value-added, prepared foods, etc., must submit a copy of all current inspection forms, certifications, business licenses and any other document that may be required by the State of Georgia with your application.
- Packaged products must be labeled to include the name of the product, and the vendor's (or businesses): name, address, and phone number. The label should also include a list of ingredients in order of predominance.
- Accepted vendors MUST notify Main Street Newnan in advance if they cannot attend a market. Vendors must do so by the 15th day of the month prior to each market. Accepted vendors who miss two consecutive Market Days without providing notification may not be considered for future markets.
- 10 x 10 booth space will be given to each vendor. The booths will be numbered and marked in order.
- Tents should be no larger than 10 x 10. Tents are required to have weights on all four legs.
- Main Street Newnan does not provide set up supplies or materials for vendors (tents, extension cords, etc.)
- Each vendor must have a visible sign designating the name of their business.
- The market manager reserves the right to ask vendors to remove items that were not previously reviewed and approved.
- It is the responsibility of the vendor to maintain a clean work space within their assigned area, and to leave the area free of debris.

- Vendors may not use public trash receptacles for disposal of boxes and/or trash. Vendors found leaving trash or debris on the square may not be considered for future market. This includes grease from food preparation and related waste.
- Vendors are discouraged from using tobacco products on the square
- Main Street Newnan and the City of Newnan are not responsible for product liability or the paying of sales taxes for individual vendors.
- Setup begins at 8 am. Vendors are allowed to unload vehicles on the court house square between 8:00am and 9:30am. All vendors must be set up by 9:30 am and must have their cars removed from the Court House Square, and into one of the City of Newnan's Public Parking lots by 9:30am.
- The market ends at 2:00pm and vendors are not allowed to sell any items on the square after this time.
- Vendors who require a set up time prior to 8:00 am must notify Main Street Newnan in advance. Vendors who arrive after 9:30 am will not be allowed to set up unless special arrangements have been made with the market manager prior to the Market Day.
- Accepted vendors who are found parking on the side streets or around the Court House Square during more than 2 markets will not be asked to return.
- If you are bringing a trailer, please unload the trailer in front of your booth location and park it with your car in a City of Newnan public parking lot. Please bring small orange caution cones to place behind your trailer for visibility during loading and unloading.
- Downtown Newnan is handicapped accessible. If you need help please plan accordingly and provide documentation in advance.
- Vendors must keep their displays up until the end of the market unless they are given permission by the Market Manager to leave early.
- The Courthouse has restrooms available to vendors as well. The entrance is on the East Court side of the square. Please do not use the downtown merchants' restrooms.