



# EARTH DAY SPRING FEST 2026

## VENDOR GUIDELINES

To qualify as a vendor for the Earth Day Spring Fest, 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, farmers and artisans.

### **Earth Day Spring Fest Location:**

The Earth Day Spring Fest will be located outside on the city green at 915 Emory Street, between the Oxford City Hall and The U.S. Post Office, from 11am-2pm unless otherwise noted.

### **Earth Day Spring Fest Vendor Setup:**

- Vendors are responsible for their area and should end the day with a clean booth area.
- Alcohol is prohibited at the Earth Day Spring Fest event.
- Smoking is not allowed on City of Oxford property.
- Vendors may not sublet any portion of their space to another vendor.
- Open flames are not permitted.
- This is an outdoor event. Vendor spaces may not be completely level.
- Electrical access on the green is not available.
- A Truist ATM is located adjacent to the property.
- Vendor Check-In and Set-Up: Saturday, April 18<sup>th</sup> from 8:00am – 10:45am.
- Vendors must move their vehicles no later than 10:45am.
- All vendors should be set up and ready to sell by 10:45am. Festival hours are 11am-2pm, and you are not permitted to leave early.
- An adult must be present at all times in each vendor space.
- The City of Oxford is not responsible for the safe-keeping, loss or damage of any merchandise or personal property.
- Vendor spaces are typically 10 feet by 10 feet. If more space is needed, please contact us to discuss your options.

- Vendors are responsible for providing all materials/equipment for set up (tables, chairs, backdrops, canopies). You must secure your tent with weights/stakes in case of windy conditions.
- This will be a rain or shine event. However, the event will be cancelled if severe weather makes conditions unsafe.
- The Oxford Farmers Market 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.

### **Space Rental Fees:**

A vendor must pay a non-refundable fee of \$20 card/cash/check made out to City of Oxford, and it is due by 5pm on Thursday, April 9, 2026. Payment may be mailed to the attention of the Earth Day Spring Fest, 110 W Clark Street, Oxford, GA 30054 or dropped off at city hall in person (same address as 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 \$20 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.\*\*\*