

The City of Adairsville

BBO *& Blues Festival*

SATURDAY • MAY 6
11am to 9pm

Vendor Information

Rules & Requirements

Applications

Application Deadline - April 25, 2017

VENDOR FEES

Food Vendor Booth \$125 (includes electricity)
Retail Vendor Booth \$75 (electricity not available for retail/crafts vendors)

*BOOTH SPACES ARE 10'x10'. ALL TRAILERS (including hitch) MUST FIT IN A SINGLE SPACE (or double space will be charged). NO EXCEPTIONS.

BECOME A VENDOR

Complete attached vendor specific application. Application deadline is April 25, 2017. Payment must be submitted with application to reserve booth space.

The payment for the booth fee will be processed immediately after Vendor has been approved by the Event Committee. Payment for Vendors not accepted will be returned with a notification. Event Committee will also communicate with Vendors to confirm approval. Set-up details will be sent out in advance of the event via email.

BOOTH SET UP

Vendor booth set up will be Saturday, May 6, 2017 from 8 a.m. to 10 a.m. Check in with event coordinator upon arrival at designated registration area (this information will be included in set up details sent out prior to the event)

VENDOR RULES AND REGULATIONS

This is a family friendly festival that will include food and other vendors, live music, a beer garden, and a Backyard BBQ cooking competition. All vendors must be approved by the Event Committee, which reserves the right to permit vendors and limit activities at its sole discretion. Only vendors and products that are approved by the Event Committee will be permitted.

Booth locations will be assigned by the Event Committee. Multiple spaces may be requested for additional fees. Tents are not provided. Vendors who have paid for access to electricity should provide their own heavy-duty extension cords and power strips. Water hookups are available but Vendors must supply their own hoses.

One Vendor per booth space; sharing of booth space is not allowed. Vendors cannot sublet or apportion space to anyone else. Set-up is allowed during allotted times only. While the Event Committee will make every effort to accommodate specific requests, we cannot guarantee requested booth locations. Booths must be set-up within their designated 10'x10' space. Vendors must provide their own tents, displays, chairs, tables, set-up equipment, change, etc. Tent weights may be necessary for setup depending on the weather.

The Event Committee reserves the right to ask any Vendor to remove any product or display deemed not acceptable by the Event Committee at the sole discretion of the Event Committee. The Event Committee reserves the right to remove from our mailing list Vendors who display unprofessional behavior.

Vendors must be present and operational for the duration of the festival. Early breakdown will not be permitted. There is no rain date – come prepared rain or shine. Booth must always be open and manned during festival hours. Vendors are responsible for booth set-up, breakdown, and security of your property.

Booth must be set-up and ready for business by 10:30 am on the day of the event. All vehicles, trailers and debris are to be off the street and cleared from the festival area by 10 am. After unloading and setup, vendor vehicles and trailers must be moved to designated vendor parking area(s). Vehicles and trailers are not permitted to enter the festival grounds and area during festival hours of operation, unless otherwise approved by the Event Coordinator.

Vendors are responsible for Georgia State Sales Tax collection and reporting (7%) and any other sales fees or other charges that may be applicable to any activity relating to this festival.

Grease/oil must be securely contained and removed from premise at end of the event. Food Vendors are

required to use the provided dumpsters for booth trash. Vendors are responsible for cleaning up booth space. Vendors cannot leave debris, boxes, etc. at booth space. Food vendors are responsible for complying with all State of Georgia health and safety regulations.

Food Vendors must provide an exact and complete listing of the food items and beverages you wish to serve on Food Vendor Application. Approved menu items and pricing must be clearly posted throughout the duration of the festival. The sale of food items is restricted to pre-approved Food Vendors only. Food vendors may sell no alcoholic beverages.

The booth fee is non-refundable.

The Event Committee reserves the right to remove any Vendor from the event who does not adhere to all Rules & Regulations set forth by the Event Committee. Non-compliance with the rules and regulations set forth may affect obtaining booth space in future City of Adairsville events.

The City of Adairsville and all persons, property owners, suppliers, volunteers and entities associated with the BBQ & Blues Festival are not liable for any damages, injury or loss to any person or goods from any cause whatsoever. All Vendors, their heirs, administrators and executors do hereby waive and release all of the above named from any and all claims for damages of whatever arising out of the Vendors' participation in the BBQ & Blues Festival. Vendors should obtain at their own expense, insurance against loss, damage or injury that they may require.

RELEASE:

The undersigned hereby releases and forever discharges, and holds harmless the City of Adairsville and any of their agents of and from any and all manner of actions, suits, damages or claims whatsoever arising from any loss or damage to the property of City of Adairsville BBQ & Blues Festival and hereby consents to the enforcement of the rules and regulations as set down in the accompanying documentation.

The above information is correct to the best of my knowledge. I have read the rules and guidelines and I hereby agree to abide by such rules and regulations.

Signature: _____

Date: _____

CITY OF ADAIRSVILLE

BBQ & BLUES FESTIVAL

Food Vendor Application

- Applications must be postmarked by April 25, 2017
- Food vendor sites are \$125 for one 10x10 space
- Vendor must supply tent, table, and chairs

Company Name: _____

Contact Name: _____

Contact Phone: _____

Contact Email: _____

Contact Address: _____

On-Site Contact Phone: _____

***In order to avoid redundancy, entrée preferences will be based on order of registration.**

Description of food items you wish to serve:

Please send completed form and payment ASAP to secure your spot!

Waiver of Liability: In consideration of vendor's application acceptance, I the undersigned, intending to be legally bound, hereby, for myself, my heirs, executors and administrators waive and release any and all rights and claims for damages I may have against the City of Adairsville, representatives thereof, successors and assigns for any and all injuries suffered by myself, my associates or my guests at the event. Further, I grant full permission to the City of Adairsville, event organizers and/or agents authorized by them to use any photography, videography, motion pictures, recording or any other record for any legitimate purpose. I acknowledge that I have received a copy of the vendor guidelines and agree to abide by such guidelines.

Vendor Signature: _____ Date: _____

Check rcvd by: _____ Date rcvd: _____ Check #: _____ Date app rcvd by coordinator: _____

Saturday, May 6

Festival Hours:

11 a.m. - 9 p.m.

Set-Up Hours:

8 a.m. - 10 a.m.

Make Checks Payable to:

City of Adairsville

BBQ & Blues Vendor Registration

Mail Payment to:

162 W. Main Street

Suite 303

Cartersville, GA 30120

Attn: Events Planning - BBQ&Blues

Event Coordinator:

Deanna Berry

770-386-0022

deanna@adairsvillefestivals.com

CITY OF ADAIRSVILLE

BBQ & BLUES FESTIVAL

Retail Vendor Application

- Applications must be postmarked by April 25, 2017
- Retail vendor sites are \$75 for one 10x10 space (add \$25 for electricity)
- Vendor must supply tent, table, and chairs

Company Name: _____

Contact Name: _____

Contact Phone: _____

Contact Email: _____

Contact Address: _____

On-Site Contact Phone: _____

Description of Arts & Crafts/Merchandise: (please be

Please send completed form and payment ASAP to secure your spot!

Waiver of Liability: In consideration of vendor's application acceptance, I the undersigned, intending to be legally bound, hereby, for myself, my heirs, executors and administrators waive and release any and all rights and claims for damages I may have against the City of Adairsville, representatives thereof, successors and assigns for any and all injuries suffered by myself, my associates or my guests at the event. Further, I grant full permission to the City of Adairsville, event organizers and/or agents authorized by them to use any photography, videography, motion pictures, recording or any other record for any legitimate purpose. I acknowledge that I have received a copy of the vendor guidelines and agree to abide by such guidelines.

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