

**Fairburn Fall Festival: Block Party Edition
Food Vendor Application**

City of Fairburn Parks & Recreation Dept.

2019



The Fairburn Fall Festival attained new levels of success in past attendance by building upon our premier celebration. While times are changing, this year we have expanded on our unique “progressive event” business model. With new developments coming and the upcoming improvements to Hwy 29, this years theme is “Fairburn Festival...Block Party Edition?”– that will provide cross-generational entertainment & health awareness programming that promotes strong community values, innovative culture, sustainable business practices and healthy living.

City of Fairburn
56 Malone Street, Fairburn, GA 30213
770-964-2244 x 134
events@fairburn.com





City of Fairburn/Fall Festival
56 Malone Street
Fairburn, Georgia 30213
(770) 964-2244, Ext 134

Food Court Vendor Application
PLEASE PRINT

Name of Vendor _____

Will you be serving? (Check all that apply)

Pre-packaged Food Bottled/canned Soft Drinks Food Prepared on-site

Will you utilize any of the following on-site, during event? (Check all that apply)

Refrigeration
Grill: electric gas charcoal
Microwave Oven
Fryer
Other (specify)

NUMBER OF BOOTHS REQUESTED (setup 1:00pm - Completed no later than 3:30pm)
ELECTRIC HOOKUP NEEDED YES NO
IS THIS A FOOD CART YES NO
IS THIS A FOOD TRUCK YES NO

COMPANY/ORGANIZATION
CONTACT NAME
ADDRESS
TELEPHONE (Daytime) (Evening) (Cell)
E-MAIL WEB-SITE

Payment must accompany application to be considered for the Food Court. If not accepted as a food vendor payment will be returned. There is limited space and a limited number of each food type.

FULTON COUNTY HEALTH DEPARTMENT FOOD HANDLING GUIDELINES MUST BE FOLLOWED.

Note: This form must be returned in order for the permit to be issued (Permit fee included in fees). All vendors must submit a certificate of liability insurance with the City of Fairburn, City of Fairburn Parks and Recreation and the Fairburn Fall Festival listed as additional insured.

Fee: Each application must include a check made payable to the City of Fairburn for space rental fee (per 10x10 space). The fee for vending as a Food Vendor is \$75.00. Deposited checks that are returned by the bank will void entry into the exhibition. The city will charge a \$30.00 return check fee. Only one space allotted per vendor.

A signed application is a contract to abide by all rules and regulations set forth in this application and subsequent notifications. By completing this contract, vendor agrees to hold the City of Fairburn or Fairburn Festival and its volunteers harmless for any/and all losses, expenses, demands, and claims against City of Fairburn or Fairburn Festival, sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from any activities related to the Fairburn Festival.

All vendors must provide their own tent, skirted table skirts, chairs, and 30-gallon trash bags (Fairburn will provide the trash bins). Any exception to this rule must be approved by the Festival Committee.

Signature Date



Rules & Regulations Agreement

(This form must be signed and returned with application)

Vendor Regulations, Setup, and Parking Procedures.

We appreciate your cooperation in following these rules and procedures for the safety of our vendors and guests, and the success of the festival.

PLEASE NOTE THERE ARE NO EXCEPTIONS TO ANY OF THESE RULES OR PROCEDURES.

- You are prohibited from playing music. We have entertainment planned throughout the day.
- No vehicle will be allowed into the setup area after 3:00 PM.
- All vendors must be set up on Saturday by 3:30 PM.
- All supplies/materials must fit within your reserved space.
- No vendor will be allowed to leave a vehicle at his or her site.
- Vendors must move and park in the designated parking area as soon as you unload.
- No vendor or associates will be allowed to leave or enter the festival by way of any motorized vehicle between the hours of 3:00 PM and 9:00 PM.
- You **cannot** break down your booth before 9:00 PM.
- **All tables must be skirted on three (3) sides.**

Signature

Date

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Please describe your booth and provide 3 pictures (1) of the items that you will be selling (final product presentation), (2) your vendor setup/layout inside of the booth, and (3) outside of the booth. Be sure to include the vendor's name on the back of the photos. Vendor's photos will not be returned.

All applications must be received by 5 pm, September 1, 2019 **Only completed applications with signatures, the Release of Liability and Waiver Agreement, the Indemnity Agreement, Certificate of Insurance, and payment will be accepted. Make checks payable to the City of Fairburn.** A \$30.00 charge will be assessed for all NSF returned checks. Please make a copy of the complete application and forms to keep for your records. Incomplete applications will not be considered.

Mail completed applications and check to the City of Fairburn – Department of Parks & Recreation, ATTN: Festival Vendor Application, 56 Malone Street. Fairburn, GA 30213. This is a juried event. **Sending in an application does not guarantee acceptance.** Vendors not selected will be placed on a waiting list and will be notified if an opening becomes available. If not selected, your check will be mailed back to you. Vendors will be notified of their acceptance by September 6, 2019.

For more information, contact: City of Fairburn Department of Parks & Recreation at events@fairburn.com or 770-964-2244 ext. 134.

This is a rain or shine event. No refunds will be given.

We wish everyone a successful event.

I HAVE READ THE VENDOR RULES AND RECEIVED A COPY OF THESE RULES AND REGULATIONS AND I AGREE TO ABIDE BY THEM. (Please keep a copy for your records.)

Signature _____ Date _____

Printed Name _____

Business Name _____

Are you willing to have your name and contact information shared with the directors of other local festivals?

_____ yes _____ No

RELEASE OF LIABILITY AND WAIVER AGREEMENT

I, (print name) _____, AGREE TO THE FOLLOWING:

That I am over eighteen years of age, and that I have read and understood this Release of Liability and Waiver Agreement.

That I hereby waive, release and discharge from any and all claims or liabilities for death, personal injury, property damage, theft, or damages of any kind, whether or not attributable to the negligence of City of Fairburn and/or any agents, successors, assigns, or employees of City of Fairburn which may arise out of my use of the facilities of the City of Fairburn Parks and Recreation Department.

That I do hereby agree to indemnify and hold City of Fairburn and/or any agents, successors, assigns, or employees of City of Fairburn from and against any and all damages, losses, liabilities, obligations, penalties, claims, litigation, demands, defenses, judgements, suits, proceedings, costs, disbursements, or expenses of any kind or nature whatsoever (including, without limitation, attorney's fees and experts fees and disbursement) which may at any time be imposed upon, incurred by or asserted or awarded against City of Fairburn and/or any agents, successors, assigns, or employees of City of Fairburn which relates to or in any way arises out of acts or omissions connected to my use of the facilities of the City of Fairburn Parks and Recreation Department, regardless of whether or not said acts or omissions were made by myself, my guests, or any vendors employed by myself in connection with my use of the facilities of the City of Fairburn Parks and Recreation Department.

Signature _____ Date _____

Printed Name _____ Business Name _____

INDEMNITY AGREEMENT

I, (print name) _____, AGREE TO THE FOLLOWING:

The use and reproduction of any and all photographs and/or video clips taken of me in any form whatsoever for use in the City of Fairburn Parks and Recreation newsletter, brochures, flyers, on the County and department websites, and in any other publications produced for the City of Fairburn Parks and Recreation Department.

The use of my name in any form whatsoever for use in the City of Fairburn Parks and Recreation newsletter, brochures, flyers, on the County and department websites, and in any other publications produced for the City of Fairburn Parks and Recreation Department.

I have read this document and am fully aware of the content and implications, legal and otherwise

Signature _____ Date _____

Printed Name _____ Business Name _____

Festival Use Only

Check List:

- _____ Completed and Signed copy of Application
- _____ Payment
- _____ 3 Photos - (1) of the craft/foods sold (final product presentation) (2) vendor setup/layout inside of booth (3) outside of booth
- _____ Signed copy of the Release of Liability and Waiver Agreement
- _____ Signed copy of the Indemnity Agreement
- _____ Certificate of liability insurance

Accepted _____ Yes _____ No _____ Electric _____ Yes _____ No _____ Booth Number _____

Items Approved:

Items Not Approved:

MENU SUBMISSION

(Approved items will be sent with Acceptance Letter)

Please fill out your top menu choices below.

Attach additional pages if necessary.



Due to the potential for duplication, not all menu items may be selected- please list your most important items first. Vendors may be selected based upon menu items described. Vendors may only sell items agreed on by Fairburn Fall Festival Committee.

COMPANY/ORGANIZATION _____

CONTACT NAME/ PHONE _____

List Food & Drink Items to be Sold:

Menu Item	Price Range for each item	Type of container item is served in	Notes
<i>Ex. Hamburgers</i>	<i>\$4.00 to \$5.00</i>	<i>Paper boat</i>	<i>Lettuce, cheese, onion available toppings at no additional charge</i>

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