

**2022**

# **Fairburn Fall Festival & Parade**

**Vendor Application**

**Food, Arts & Craft, Information Vendors**



**Fairburn Fall Festival**

**October 1, 2022**

**9:00 AM – 4:00 PM**

**Downtown Fairburn**

**(770) 964-2244 ext. 133**



# 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.

- **All vendors must provide** their own tent, tables, skirted table skirts, chairs, and trash bags
- All vendors must have their own set-up materials. Staff is unable to assist with set-up or break down
- Food Vendors must submit a detailed copy of your menu with the vendor application
- All supplies/ materials must fit within your reserved 10 x10 space.
- Vehicles must be removed from the vendor area by 9:00 AM
- All vendors must be set-up by 10:00 AM. Allotted set-up time: 6:00 AM – 10:00 AM
- No music. We will have music and entertainment throughout the event.
- Vendors cannot break down until 4:00 PM
- This is a rain or shine event. No refunds will be given.

**Submit all vendor applications via mail, in-person or email. Emailed applications will not be processed without payment.**

**Address: 149 S.W. Broad Street, Fairburn, GA 30213**

**ATTN: Sherri Jackson - [shjackson@fairburn.com](mailto:shjackson@fairburn.com)**

I HAVE READ THE VENDOR RULES AND PROVIDED ACCURATE INFORMATION ON THE VENDOR APPLICATION

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Business Name \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**CREDIT CARD AUTHORIZATION FORM**

**CARD HOLDER INFORMATION**

Company Name:		Name on Card:	
Card Holder Billing Address:			
City:	State:	Zip:	
Telephone:		Email Address:	

**PAYMENT AUTHORIZATION**

Card Type:     Visa         Master Card         American Express         Discover

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Verification Code (CVV/CVC): \_\_\_\_\_

I, \_\_\_\_\_ hereby authorize The City of Fairburn, Georgia to charge on my credit card the sum of \$ \_\_\_\_\_. Using this Credit Card Authorization Form, I agree that I will pay the listed amount and indemnify and understand that my signature on this form will serves as authorized signature on the credit card charge slip.

Card Holder Authorization Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PAYMENT JUSTIFICATION**

Payment Type:  Utilities     Taxes     Business License     Alcohol License     Donations     Other \_\_\_\_\_

Notes/Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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 (Food Only)

(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>

**Note: This form must be returned in order for a permit to be issued. (Permit fee included in fees)**