



City Lights Downtown Festival

Commerce, GA

June 25, 2011

FOOD VENDOR INFORMATION

Applications:

Applications must be made on the form provided and will be received by mail only. Applications must be completed in full including menu, prices, vendor fee, and cleanup deposit by June 10, 2011. Acceptance of each application is at the discretion of the City Lights Downtown Festival. Space is limited so please return your application promptly.

Menu:

To avoid duplication among food vendors, the City Lights Downtown Festival may omit some items from your list. You may only sell items approved from your list. Deviation from items as listed on your application could result in the closing of your booth.

Booth Setup and Operation:

Vendor booth setup times are Saturday from 4:00 p.m. – 5:30 p.m. All vendors must check-in prior to set up.

Packets will be sent to you prior to festival with space assignments and additional instructions.

You must provide all furnishings and tools to set up. No motor homes, RVs, or similar sized vehicles are allowed in the festival area. No vehicles are allowed to stay in the festival area during festival hours.

Booths must be open for business by 6:00 p.m. and may not close before 9:30 p.m. The activities begin at 6:00 p.m. and conclude with the fireworks at dusk.

Clean-up:

A clean-up deposit of \$15 will be added to all food vendors. Please provide a *separate* check which is refundable if the area is cleaned, goods moved out before 11:59 p.m. on Saturday, and grease is removed. Dumpsters are located nearby for removal of food.

Interpretation and Violation:

Any points not covered above or elsewhere are subject to settlement by management. Any violation of these rules and regulations by any exhibitor may void the agreement for booth space, and such exhibitor could forfeit all moneys which have been paid. The Commerce Downtown Development Authority reserves the right to terminate the agreement for booth space. Written notice to terminate the agreement is not required.

Payment:

The vendor fee is \$30. The clean-up deposit of \$15 should be a separate check.

Make checks payable to **Commerce Downtown Development Authority**.

Remit application and payment to:

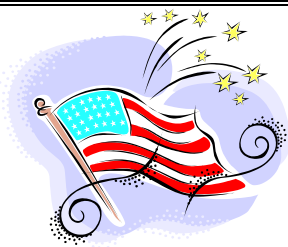
Commerce Downtown Development Authority

P.O. Box 717

Commerce, GA 30529

Questions? Contact Denise McKay (706) 335-2954 or mainstreet@commercega.org

Please visit the City of Commerce website at www.commercega.org to view pictures of last year's festival and for more information about the 2011 City Lights Downtown Festival.



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FOOD VENDOR APPLICATION

Application must be completed in full including menu, prices, vender fees, and clean-up deposit due by: June 10, 2011.

APPLICATION WILL NOT BE ACCEPTED WITHOUT ALL OF THE ABOVE REQUIREMENTS

VENDOR INFORMATION - Please Print Clearly

Business Name:			
Contact Name:			
Address:			
City, State, Zip:			
Phone / Cell / Fax:	(P)	(C)	(F)
E-Mail Address:			

Optional References

References are not required but you may list up to two references of special events in which you have been a food vendor.

Event Name:	Contact Person:	Phone Number
		()
		()

Booth or Trailer Size

Booth/trailer locations at the festival are assigned in lots (frontage x depth). **A typical booth is a 10'x10' lot.** The Food Vendor Area is limited and therefore we must have correct information to help place you better. In order to best accommodate your needs, specific dimension for your trailer or booth are needed.

Size of trailer or booth needed: _____ft x _____ft (frontage x depth)

Electricity Requirements

Commerce Power provides the electricity for the City Lights Downtown Festival. We do not charge separately for electricity but in order to be prepared to meet your need we do have the following requirements.

- Vendor is responsible for his or her own electrical cord.
- The cord must be able to carry the load requested and meet safety standards.
- Requests for using a generator must be submitted for approval on an individual basis.

Do you require Electricity? _____



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FOOD VENDOR REGULATIONS AND CONTRACT

2011 City Lights Downtown Festival: Food Vendor Regulations and Contract

1. A vendor fee of \$30 by June 10, 2011 is to be returned with this contract and the vendor fee must be paid in full before you are allowed to set-up.
2. A representative from each vendor must check-in upon arrival to Spencer Park BEFORE your booth is set up. Check in: Located at the Commerce Downtown Development Authority Office (if location changes, a sign will be posted and/or you will be notified through the mail. Check-in will be Saturday, June 25th between 4:00 p.m. and 5:30 p.m.
3. Set-up may begin, once checked in, and all vendors must be completely set up and ready to open for business no later than 6:00 p.m. on Saturday, June 25, 2011..
4. The Festival closes after the fireworks at dusk on Saturday, June 25, 2011. Booths may not close before 9:30 p.m. Vendors may move out anytime thereafter, but must be gone by 11:59 p.m. on 06/25/11.
5. All vendors are subject to a jury process and reference check. Entry may be denied without reason.
6. The Commerce Downtown Development Authority will assign vendor location and will be final.
7. Vendors may only sell items approved by the Commerce Downtown Development Authority. Exclusivity of sales will not be given for the follow items: drinks (unless it is a specialty drink, i.e. Frozen Lemonade), basic hot dogs, bags of chips, candy bars, regular French fries (does not include curly fries). Only items that you list and that are approved prior to festival will be permitted to be sold. Be sure and list ALL products and prices that will be sold from your facility.
8. "Snap-N-Pops" (noise makers thrown against solid surfaces or put on the ground and stomped upon) will not be allowed for sale.
9. Vendors will keep the area around the facility clean and free of trash.
10. A clean-up deposit of \$15 will be added to all food vendors. Please provide a *separate* check which is refundable if the area is cleaned, goods moved out two hours after close on Saturday, and grease is removed.
11. No refunds of vendor fees will be given for any reason.

During the Festival, should there be any problems or concerns, they should be addressed to Denise McKay, Event Coordinator. Please do not ask city employees or volunteers. They will not know the answers or provide solutions.

I have read and fully understand all the details as set forth and agree to abide by all exhibit rules and regulations, which are a part of this contract. I hereby agree to indemnify and hold harmless the City Lights Downtown Festival, City of Commerce Downtown Development Authority, the City of Commerce and their personnel, all organizations and persons sponsoring, managing or in any other way participating in the 2011 City Lights Downtown Festival, from any loss, claim, penalty or lawsuit in any way arising from my operation or involvement in the festival.

Vendor Signature

Date

Business Name: _____