

NAME: _____

**CITY OF WARNER ROBINS
2018 INDEPENDENCE DAY CELEBRATION (IDC)
VENDOR EVENT AGREEMENT**

EVENT DATE: 3rd July 2018
EVENT HOURS: 6:00pm-10:00pm/End of Show

APPLICATION DEADLINE: 1st June 2018

Name:		Company:	
Address:		City, State, Zip	
Phone:	Fax:	Email:	
Check One: <input type="checkbox"/> Food vendor <input type="checkbox"/> Beverage vendor (non-alcoholic drinks only) <input type="checkbox"/> Souvenirs			
Each space is approximately 15' x15' at \$300 per space. Vendors must supply their own electricity for their booth. Booth location will be assigned by the IDC Committee for the best interest of event operations.		Quantity of 15' X 15' Booth spaces needed: _____	Multiply number of booth spaces requested by \$300 TOTAL DUE: _____
Payment is due with signed agreement. Check the payment method below: <input type="checkbox"/> Cash <input type="checkbox"/> Money Order <input type="checkbox"/> Check Number: _____			
Please describe below all of the product(s) you will be selling at your booth. 			
<i>All items sold must be approved by the Independence Day Celebration Committee in advance.</i>		Please mark which best describes what you will use: <input type="checkbox"/> Tent/Canopy <input type="checkbox"/> Table <input type="checkbox"/> Van/Trailer/Food Truck Dimensions of your setup: _____	
Vendors must provide a copy of their Certificate of Insurance showing current liability insurance coverage of at least \$1,000,000 before space can be confirmed. Certificate must name the City of Warner Robins and the Houston County Board of Education as additional insured.	Submit check or money order with application. City of Warner Robins Attn: Warner Robins Convention & Visitors Bureau 99 Armed Forces Blvd N. Warner Robins GA 31093	By signing and submitting this application to the City of Warner Robins, vendor indicates they have read the terms of contract for the vendor and accepts the full terms of the contract.	

Waiver: I hereby make application for booth space in the City of Warner Robins 2018 Independence Day Celebration. In signing this application, I agree to abide by all the rules and regulations previously set forth. I assume all risks associated with this event and hold harmless the City of Warner Robins, the Independence Day Celebration Committee, its employees, agents, and volunteers. Having read this waiver and knowing these facts and in consideration of your acceptance of my entry, I, for myself and anyone entitled to act on my behalf, waive and release all sponsors, their representatives, and successors, and any individual or group associated with this event from all claims and liabilities of any kind arising out of my participation in this event, even though that liability may arise out of negligence or carelessness on the part of the persons named in this waiver. I grant permission to all the foregoing to use any photographs, motion pictures, recordings, verbal or written agreements, or any other record of this event for any legitimate purpose, including publicity.

Name: _____ Date: _____

Signature: _____

Date received:	Insurance Certificate Received: YES NO
Payment Amount Received:	List of items for Sale: YES NO

NAME: _____

**City of Warner Robins
2018 Independence Day Celebration (IDC)
VENDOR REGULATIONS**

1. Event hours will be from 6:00pm to 10:00pm/Show End on 3rd July 2018.
2. No fireworks, weapons or alcohol will be sold.
3. Only items listed on the Vendor Application will be permitted for sale and all items must be approved in advance. IDC Committee will make inspections day of show and all items sold MUST match the menu submitted.
4. All fees are due when your application is submitted. The IDC Committee may choose to return your application and fee for several reasons; the booth spaces have all been assigned, too many of the same type of vendor, or inappropriate vendor for the venue. No refunds will be given after the application is submitted.
5. Vendor space are reserved upon submission of application, insurance certificate AND payment. All three items must be submitted to confirm your vendor spot.
6. Vendors are responsible for paying State of Georgia Sales Tax.
7. Booth Spaces:
 - a. Vendors must check-in with the vendor coordinator onsite before setting up.
 - b. Vendors will load-in based on the following schedule. No exception for late arrivals:
 - i. Vehicle/trailer displays between 11:30am-2:30pm
 - ii. Tents/pop-ups between 2:30pm-4:00pm
 - c. All non-essential vehicles must be out of the venue by 4:00pm.
 - d. Booths must be staffed at all times during the hours of 5:30pm till end of show. Booths should remain active until end of show. All vendor items and possessions should be taken down and removed from the site immediately following the show.
 - e. Vendors are responsible for providing any electricity, tents, tables, chairs, trash cans, trash bags, supplies or other items required for their use during the event.
 - f. Booth space(s) are to be occupied by the business listed on the application. Allowing another vendor to use your booth space will be cause for removal from the event.
 - g. The IDC Committee may terminate the booth rental agreement, with or without cause, with no less than one-hour notice for any violations of this agreement.
 - h. Vendor sales, products or handouts cannot extend more than 4 feet from your vendor booth/tent. No floating vendors among the crowd allowed. Violation of this policy can result in removal from the event.
 - i. Vendors must keep their area clean during the event and must wear proper attire. A dumpster will be available onsite for your use from event set-up through tear-down.
 - j. Vendor spaces will also be limited to 3 per food category (Ex: Pizza, BBQ, etc.)
8. General Liability Insurance is required in the amount of \$1,000,000 is required by all vendor with general liability, umbrella and auto coverage all listed as part of the policy. The certificate must name the City of Warner Robins and Houston County Board of Education as additionally insured. A copy of your insurance certificate is required to be submitted with your application.
9. The vendor is responsible for any insurance to cover stolen or damaged goods. The organizers accept no responsibility for theft or damage of any vendor owned items.
10. Water buffalos will be onsite and available to concert attendees as a safety precaution due to the summer heat and event setup on asphalt. All vendors must follow the drink prices are set by the IDC Committee at \$2 for sodas and \$2 for water.
11. No animals are allowed onsite except service animals.

Date received:	Insurance Certificate Received: YES NO
Payment Amount Received:	List of items for Sale: YES NO

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City of Warner Robins 2018 Independence Day Celebration (IDC) SERVE SAFE GUIDELINES

Guidelines for Temporary Food Service Establishments are listed below. They should be read and followed by vendors at all times. IDC Committee will inspect vendors prior to the event start.

1. Equipment and supplies: Only single serve articles will be allowed such as wrapped straws, plastic forks and spoons. Cups should remain covered until in use.
2. Hot holding equipment to hold food at least 135 degrees. Cold foods kept at 41 degrees or below.
3. Sanitizing solution on location to wipe down prep & service areas (Bleach, Quaternary solution).
4. Hand washing for employees (hand sanitizer if using gloves) or bleach solution and soap.
5. Food protection: All food preparation and food display areas shall be protected from dust, insects & patrons sneezing. Food should be stored at least 6 inches off floor or ground.
6. Personal hygiene: no smoking in food preparation area, hair should be restrained at all times.
7. Gloves should be worn during prep & serving of patrons.

COMPLETE ALL REQUIRED DOCUMENTS WITH HOUSTON COUNTY HEALTH DEPARTMENT, PRIOR TO EVENT.

I have read the above vendor regulations and food safety guidelines rules for the City of Warner Robins 2018 Independence Day Celebration and agree to abide by the rules in their entirety.

Signature: _____

Date received:	Insurance Certificate Received: YES NO
Payment Amount Received:	List of items for Sale: YES NO