



April 27 & 28, 2018
Friday: 6 p.m. - 10 p.m. Saturday: 10 a.m. - 5 p.m.

Vendor Application & Agreement (For Those NOT Competing in KCBS BBQ Competition)

Contact Name _____ Date _____
 Address _____ City _____ State ____ Zip _____
 Phone _____ Cell _____
 Email _____

Entry Fee: \$100 for both days for non-food vendors/\$150 for both days for food vendors

**Please note there is no Saturday Only option. Price increases by \$25 after 4/1.*

Booth Description*: _____ \$ _____

Electricity Required? No ___ Yes ___ (\$25 charge) \$ _____

*(*Please note here if more than 20AMP required _____)*

Total Fee Due \$ _____

Size of Space Needed: (10' x 10' provided. Do you need additional space? Please check all that apply)

Pull Behind Trailer? NO _____ YES _____ Length of Trailer _____

TENT/CANOPY _____ (*Important: will only be assigned a booth area that will accommodate a tent if noted here*)

*What will you be selling?: (**Be specific.** List detail of items to be sold)

Space Information: Vendor booth size approximately 10' x 10'

No chairs, tables, tents, extension cords, or signage will be provided by event committee or City of Calhoun. You must bring all supplies needed for your booth.

Return application & fee to:

Downtown Development Authority, P.O. Box 248, Calhoun, GA 30703

Please find our check or cash for \$ _____ enclosed.

(Make checks payable to Calhoun Downtown Development Authority)

Early Application Deadline: April 2, 2018 *To avoid \$25 late fee.

Application Deadline: April 20, 2018 *No applications will be accepted after this date.

Questions: Suzanne Roberts – sroberts@calnet-ga.net or (706) 602-5570

Please Note: Booth assignments will not be made until the week of the event. Vendors will receive an email the week of the event.

Checklist:

___ Will you require electricity ___ YES (Note \$25 additional fee)

Will you be bringing a tent or canopy YES NO (IMPORTANT: If you select YES, you must bring a tent on the day of the event. If you select NO, you will be assigned a booth area that will not accommodate a tent and you will not be permitted to use a tent or canopy on the day of the event.)
 Signed Application (Please keep a copy for your records)
 Fee Enclosed (Please make checks payable to Gordon County CVB)
 Received and Reviewed Health Department Food Information (Distributed before Check -In)

GENERAL INFORMATION & AGREEMENT

Read the following information carefully and sign this Agreement.

By signing this agreement, you acknowledge that you have thoroughly read and agree to the following regulations:

1) **All vendors must check in on Friday, April 27 at the Calhoun Recreation Department. This will be the staging area and vendors will be instructed as to when they can go to the festival site to set-up.**

THE REC DEPARTMENT IS LOCATED AT 601 S. RIVER STREET

- 2) This is a RAIN OR SHINE event. Advertising, marketing, entertainment, stage and facilities set up and administration costs will be paid by the BBB Event Committee, therefore NO refunds will be issued if the event is cancelled for a reason beyond the control of the BBB Committee.
- 3) An approximately 10' x 10' space will be provided to each vendor. If you request electricity on your application, you must supply your own heavy duty outdoor extension cords with enough plug-ins for your needs.
- 4) Set-up on Friday will begin at 3:30pm and must be completed by 5:30pm. **NO ONE WILL BE ALLOWED TO CHECK IN BEFORE 3:30PM.** To unload vehicle, pull close to assigned space to allow another vehicle passage. Quickly unload, move vehicle/trailer, and return to set-up booth. **DO NOT LEAVE VEHICLE/TRAILER ON SITE WHILE SETTING UP BOOTH SPACE.** All vehicles/trailers must be off festival site by 6:00pm.
- 5) Event opens at 10am Saturday. Booths must be ready by 9:30 am. All vehicles must be off festival site by 9:30am.
- 6) Vendors must confirm booth number and be directed to their assigned space.
- 7) You MUST keep your booth open until 11pm Friday and 5pm Saturday. **DO NOT BRING VEHICLES ON SITE UNTIL END OF FESTIVAL.**
- 8) Food vendors – **Limit your cooking equipment to either 1 grill & 1 crockpot or 2 crockpots or 2 grills. Breakers will trip if not followed!**
- 9) Sounds systems are not allowed in booths. See a festival organizer about making announcements. Announcements and performances are limited to the event stage located on Court Street.
- 10) Take all trash, papers or boxes to the dumpsters. Do not leave trash in booth space, on sidewalks or in sidewalk trash receptacles.
- 11) Park in the vendor lot(s) so closer parking is open for festival-goers. Do not park in front of any booth space.
- 12) The City of Calhoun, Gordon County Chamber of Commerce, or Convention & Visitors Bureau (CVB) cannot be responsible for the loss or damage of merchandise.
- 13) This event does not allow alcohol of any kind for sale or distribution.
- 14) Please note vendors are responsible for bringing all of their supplies. *This includes ICE.*
- 15) Booth assignments and unloading instructions will be available prior to the event. Many factors are considered when assigning location; such as, electricity needs, tent/covering, type of vendor, and date of application submission. **BEST EFFORTS ARE MADE TO ACCOMMODATE ALL VENDORS; HOWEVER, THE PRIMARY GOAL IS A GOOD EXPERIENCE FOR FESTIVAL ATTENDEES.**
- 16) Liability Waiver and Release: The undersigned does discharge, release and hold harmless the 2018 BBQ, Boogie, and Blues Committee, as well as the City of Calhoun, CVB and any person or organization affiliated with the event for loss, theft, damage, destruction or non-delivery of goods, display material or any other effects; or for any injury to self, or your employees in the event area. There are no refunds or rain checks due to inclement weather or cancellations. I also grant permission to the event to use photographs taken of my booth during the festival for promotion of future events. Management reserves the right to remove any exhibitor causing problems to fellow exhibitors, the public, or management. Management reserves the right to make final interpretation of all rules.

By reading this information and signing the attached Food Agreement, you are agreeing to abide by all rules and regulations set forth by the event organizers in the 2018 BBQ, Boogie, and Blues and made a part hereof by reference.

Signature: _____ Date: _____
 Print Name: _____ Title: _____