



# 2012 VENDOR APPLICATION

EVENT: **Vidalia Onion Festival**  
 DATE: Friday, April 27th - Sunday, April 29th, 2012  
 TIME: Friday 9:00am-10:30pm Saturday 9:00am-10:30pm  
 Sunday 9:00-4:30  
 LOCATION: Vidalia Municipal Airport

## STEP 1: VENDOR INFORMATION

Name of Organization/Company \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email Address/Website \_\_\_\_\_

List ALL proposed items for sale – BE VERY SPECIFIC. You may be asked to modify your menu/list. Attach additional sheets if needed.

Item	Sales Price	Item	Sales Price

**On the reverse side of this page, submit a clear and accurate diagram of your set-up.**

Be sure to clarify if your set-up is customer accessible from one side, two sides, three sides or four sides.

In addition to the diagram, all applications must also include a picture of your vending operation. We would prefer that you supply us pictures of all 4 sides but, you may provide us with a web link if your pictures are online.

How many years have you been in business? \_\_\_\_\_

List and describe previous vending experience, including similar festivals and events:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List two recent event references:

Event Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Phone \_\_\_\_\_

Event Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Phone \_\_\_\_\_

## STEP 2: EVENT POLICIES

**Set Up:** Set up will be Friday, April 27<sup>th</sup> from 8am – 11am or 1pm – 4pm. A map to the Airport will be sent with the vendor acceptance package. Each vendor space will be pre-assigned by the Vidalia Onion Festival Committee. Vendors do not have the right to choose vending space – NO EXCEPTIONS. No spikes are allowed in pavement. Vendors will not be permitted to exceed designated marked space. On Friday, go to the terminal building at the airport and look for an air show committee member wearing a festival t-shirt. These committee members will direct you to your set-up location. Once set up, we ask that you promptly move your vehicles to the designated areas. No vendors are allowed to spend the night on the airport premises due to security restrictions. Vendors who do not set up on Friday for the opening ceremonies can arrive at the airport as early as 7:00 am on Saturday to begin set-up. Gates open to the public at 9:00am.

**Admission:** Every paid vendor is entitled to three free passes to admit workers to the Airport. These passes are for workers ONLY – not for friends/family who are not working in your booth. If you have more than three workers, you will have to purchase a wristband for them upon arrival at the vendor entrance. Wristbands are \$10/person/day. **ALL WORKERS MUST WEAR THEIR WRISTBAND TO ENTER THE AIRPORT THROUGH THE VENDOR ACCESS GATE. IF YOU ARRIVE WITHOUT YOUR PASSES, YOU WILL BE REQUIRED TO PURCHASE WRISTBANDS AT THE GATE. NO EXCEPTIONS.**

**Health Inspection:** All food vendors must complete the enclosed Food Service Permit and return with this application. No food vendor application will be considered without the Food Service Permit. During set-up, each food vendor will be inspected by an authorized agent of the Vidalia Onion Festival. Each vendor will be responsible for being on-site and meeting with the Inspector.

**Insurance:** All vendors are required to maintain liability insurance in the amount of at least \$1,000,000 and **list Vidalia Onion Festival (PO Box 2285, Vidalia, GA 30475) as additional insured.** Prior to set up, an insurance certificate must be turned in to the Vice-Chair of Vendors upon arrival at the festival. **No vendor will be permitted to set up prior to delivery of Certificate of Insurance.**

**Parking and Traffic:** In addition to your vending trailer or tent, each vendor will be allowed **only one vehicle** in the vending area to unload supplies during set up. All

vehicles used for supplies **must be removed** from the festival area no later than 4:30pm Friday and 8:30am Saturday and Sunday. Parking for your vehicles is available within walking distance of the vending area. No golf carts, four-wheelers, ATV's or other motorized vehicles will be allowed inside the Airport grounds.

Power: There is **ABSOLUTELY NO POWER** available at the Airport. If you need power, you must have your own generator.

Water: Water is available but you must have your own containers for transport.

Grease, Gray Water and Trash Disposal: Each vendor will be responsible for their own disposal of grease, gray water, and trash disposal. Each vendor must remove these items at the end of the event. Under no circumstances will grease, gray water, or trash be allowed to be poured down city drain or onto city grass, sidewalks or the airport runway. Any violation of this policy will result in ejection from the event and possible criminal prosecution.

Each vendor is responsible for keeping their area neat and clean and free of loose trash, wrappers, napkins, etc. Trash receptacles will be provided in the event area for patrons to dispose of trash. Each vendor should have adequate trash bins and bags for internally generated trash as well as trash generated by patrons at the serving window of their booth. Each vendor is responsible for collecting and bagging trash from within their booth, and from the front serving area of their booth, bagging and tie off of each bag and stacking of full trash bags for later removal to designated trash bins.

Ice: Ice will be available on site for purchase. An authorized agent of the Vidalia Onion Festival will contact you during set up to review your needs. Ice purchases will be cash only. In an emergency, locate a member of the Vidalia Onion Festival Committee (all members will be wearing a bright colored T-shirt with "Committee" on the back of the shirt) for assistance in contacting the ice delivery staff.

Beverage Sales: No vendor will be allowed to sell soft drinks or bottled water (including flavored water) as these products are the exclusive right of the Vidalia Onion Festival Committee. Alcohol sales are prohibited. Alternative beverages such as iced tea, coffee, hot chocolate, punch, smoothies or lemonade may be served by vendors **ONLY** if approved as part of the vendor's menu at the time of application. Vendors violating the beverage sales policy will be immediately ejected from the festival.

Onions: Any vendor serving a food product containing onions must use **Vidalia Sweet Onions – NO EXCEPTIONS!**

Tables/Chairs: The Vidalia Onion Festival Committee does not rent tables or chairs to vendors/exhibitors. If you need tables or chairs, you must supply them.

### **STEP 3: VENDING FEES**

Fees for participation in the event are listed below. All fees must be paid in full at the time of application. Business or personal checks should be made payable to Vidalia Onion Festival and mailed with the completed forms to Vidalia Onion Festival, PO Box

2285, Vidalia, GA 30475. We will not deposit your check unless you are accepted as a vendor for the event. Any applications mailed after March 31, 2012 must be accompanied by a certified check or money order – business or personal checks will not be accepted after this date. **NO EXCEPTIONS. Application deadline is April 09, 2012.**

Fee Schedule

20' x 20' space (tent or trailer) Food Service and Sales \$700  
 20' x 20' space (tent or trailer) Advertising Only (No Sales) \$1000

Additional space (as available) \$50 per linear foot

Interactive Vendors \$200 application fee at the time of application plus VOF receives 20% of total gate payable.

20' X 20' Tent or Trailer - Food Service and Sales (Qty)\_\_\_\_\_ X \$700 = \$\_\_\_\_\_

Additional Space (if available) - Number of feet \_\_\_\_\_ X \$50 per foot = \$\_\_\_\_\_

20' X 20' Tent or Trailer (Advertising Only w/ no sales) (Qty)\_\_\_\_\_ X \$1000 = \$\_\_\_\_\_

Interactive Vendor Application Fee (Games, Rides Etc.) (\$200) = \$\_\_\_\_\_

VOFC will sell interactive tickets in \$2 increments. Vendors will collect tickets and submit to VOFC for payment at the end of each festival day. Vendors will not be allowed to accept cash. **NO EXCEPTIONS!** Any violation of this policy will result in ejection from the event.

TOTAL OF ALL VENDOR FEES \$\_\_\_\_\_

This amount must be included with application. No application will be considered without payment in full. By signing below, I understand that vendor fees will not be refunded for any reason.

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

All applications will be considered on a first-come, first-serve basis. Applications will be accepted on an ongoing basis. In the event you are not accepted, you may elect to be placed on a waiting list in the event a vending opportunity becomes available. If you are placed on a waiting list we will hold your initial application and fees, but we will not deposit your check unless you are accepted to the event.

If you have any questions regarding this application or required fees, contact Margaret Fullam at:

Email: [mfullam@mail.com](mailto:mfullam@mail.com) (Preferred Method of Communication)

If you don't have email access, you can also contact Margaret at:

Phone: (912) 537-8272

Fax: (912) 537-3167

**Our organization hereby agrees to indemnify and hold forever harmless the Vidalia Onion Festival and the City of Vidalia, Georgia against any loss from any claims, demands, or actions which may hereafter at any time be made or brought against the Vidalia Onion Festival on behalf of or arising in consequence of any actions or injuries, demands, damages, or claims of any nature arising from this event. By signing below, I agree to the policies and regulations outlined in Step 2, and the fees of the event outlined in Step 3.**

---

Contact

---

Signature

---

Date

**CITY OF VIDALIA**  
**APPLICATION FOR FOOD SERVICE ESTABLISHMENT PERMIT**

Complete and forward to:       Vidalia Onion Festival  
  ATTN: Margaret Fullam  
  PO Box 2285   Vidalia, GA 30475  
(Keep a copy of this form with you during the Vidalia Onion Festival)

Name of food service establishment:

---

Circle the appropriate description:    Restaurant       Mobile Food Unit       Other  
  Restricted Food Service Operation       Bar/Lounge  
  Temporary Food Service

Physical location of establishment (not PO Box). Include city, state, zip code, and county.

---

---

Business owners name: \_\_\_\_\_

Business owner's address: \_\_\_\_\_

Business owner's telephone: \_\_\_\_\_

Authorized agent: \_\_\_\_\_

Authorized agent's address: \_\_\_\_\_

Authorized agent's telephone: \_\_\_\_\_

If permit is temporary or a restricted food service operation, give

Date of operation to begin \_\_\_\_\_

Date of operation to close \_\_\_\_\_

The undersigned hereby applies for a permit to operate a food service establishment pursuant to the OCGA 26-2-371-373 and hereby certifies that he has received a copy of the Rules of Food Service, Chapter 290-5-14, Georgia Department of Resources.

---

Signed \_\_\_\_\_ State whether business owner or authorized agent  
Date

\*\*Authorized agent means the person to whom the business owner has delegated authority for the overall management of the food service establishment.