



42nd Annual Vidalia Onion Festival

Thursday April 25th, 2019 through Saturday April 27th, 2019

Historic Downtown Events Vendor Rules – Vidalia Onion Festival Committee Regulations and Policies.

- **Who to contact regarding Downtown Vendor inquiries:** The rules and regulations listed in this section should be able to answer the vast majority of questions that vendors have prior to the festival events. All questions, concerns and requests should be sent via email to The Chairperson of the Downtown Vendors, Jay Miller, at the following email address: vof.vendors@gmail.com. Email is the preferred method of communication. Normal response time should be 24 hours or less from February 1, 2019 until the festival ends. Please see the “Terms and Conditions” section for more details.
- **Vendor Spacing:** All vendor booth spaces are 20’X20’. If your space is larger than this, you MUST acquire and pay fees for TWO (2) spaces. Please supply all tables, tents, and chairs for your space if you need them as the Vidalia Onion Festival Committee (VOFC) does NOT supply these items.
- **Admission:** All vendors that have paid their fees to The VOFC will be afforded three (3) additional free passes to admit their work staff to downtown festival area. These passes ARE NOT INTERCHANGEABLE if you plan to utilize “shift work”. They are intended for your work staff only, not friends or family. If you have more than three people in your work area, you will need to purchase additional passes at gate prices. Prices will vary from 5 dollars to 25 dollars each depending on the venue and day. Gate prices for each day can be found at <http://www.vidaliaonionfestival.com/>. Failure to wear wristbands that are afforded to you or purchased will result in additional gate fees charged when the event area is accessed.
- **Setup and Takedown: **NEW THIS YEAR**** The VOFC voted and approved that all vendors located at The Stage at City Park that have purchased their space for more than one day (consecutively) for the festival ARE NO LONGER REQUIRED TO TAKEDOWN their setup each night. If you’re located at City Park, please be aware that the entire park is under camera surveillance 24 hours a day. Also, please note that cleanup crews will be working after the conclusion of the nightly events with blowers to remove debris. Ensure that all goods are secured properly to avoid damage from flying dust and debris. The City of Vidalia, its counterparts, nor the VOFC are responsible for any damages incurred while cleanup efforts take place.
 - a. **For Vendors located outside City Park:** City streets reopen each day for the area of Jackson, Meadows, and Church street. Setup and takedown must be done daily in these areas to support our thriving local businesses and downtown community. Pre-staging before each day will be communicated via email with daily times of planned street closure.

- **Supplies:** Please review the following list of items or supply needs that are normally requested. Please note that you must staff your site appropriately to procure supplies. Onion Festival Volunteers and Vidalia Onion Festival Committee (VOFC) members can “attempt” to help you with supplies, however, these members are NOT DELIVERY STAFF. Each item on this list is VERY SPECIFIC to VOFC regulations and city ordinances.
 - a.) **Onions:** It wouldn't be the Vidalia Onion Festival if it weren't for the Vidalia Onion itself. It should be obvious that any food vendor cooking, serving, or using onions in their recipes **MUST USE VIDALIA ONIONS** – THERE ARE **NO EXCEPTIONS** TO THIS RULE! Onions must also be purchased at the festival. You may NOT bring onions beforehand. Onions will be on site for purchase during the festival.
 - b.) **Ice:** As with onions, so shall ice be. Ice is also available on site for purchase. Please have your area staffed if multiple requests for ice are needed so that your area can stay supplied.
 - c.) **Power:** There is **ABSOLUTELY NO POWER**. If you need power, you will need a generator to supply it. Quiet generators are preferred. The VOFC and City of Vidalia DO NOT rent generators.
 - d.) **Water:** Access to water is available in select areas of the historic downtown district. You must provide your own containers for transport.
 - e.) **Trash:** Multiple containers for trash will be located throughout the downtown area. Please keep your area as clean as possible.
- **Waste Regulations (Grease and Grey Water):** Each vendor will be responsible for disposal and removal of grease and grey water. **UNDER NO CIRCUMSTANCES** will ANY vendor be allowed pour out grease or grey water into city drains, on city property (grass, concrete or pavement), or in any receptacle that is not designed for such waste. ANY VENDOR that violates this waste disposal regulation will be subject to IMMEDIATE REMOVAL from the festival grounds, future invitations revoked, and subject to criminal penalty including fines and prosecution under law.
- **Health Inspections:** All food vendors must complete a Food Service Permit. Only food vendors will submit a permit with their application. No food vendor application will be considered without the permit filled out. Please refer to the final paragraph of the vendor application for details concerning the Food Service Permit and Health Inspections during the Festival.
- **Insurance: IMPORTANT!! ALL VENDORS MUST HAVE, AND ARE REQUIRED TO MAINTAIN, LIABILITY INSURANCE. NO APPLICATION WILL BE ACCEPTED WITHOUT PROOF OF INSURANCE.** Regardless of what your site sells, promotes, or provides, any setup on the festival grounds must be protected. Insurance protects our vendors, our city, and the patrons of the Vidalia Onion Festival. **THERE ARE NO EXCEPTIONS.**
 - a. **Insurance Requirements:** All vendors must have a minimum of one million (\$1,000,000) in coverage. “Vidalia Onion Festival”, PO Box 2285 Vidalia, GA 30475 must be listed as the additional insured. Prior to set-up the insurance certificate must be turned in and filed with the VOFC Vendor Chair, Jay Miller or VOFC Vice Chair, Christy Carter. You may email the document during your application process to Jay Miller at vof.vendors@gmail.com

- **Parking and Traffic:** In addition to your vending trailer, tent, or setup, each vendor will be allowed **only one vehicle** in the vending area to load and unload supplies during setup/takedown. All vehicles must be removed from the vending area by 5PM Friday, and by noon Saturday and Sunday. These times may be subject to change. A small section of Church Street will be designated for vendor parking that is enclosed inside the festival area. Spacing is limited and may fill quickly. Once this area fills, you must park in areas designated for festival patrons.
- **Beverage Sales and Restricted Items:** All beverage sales must be listed on the application. All bottled beverage sales, including all soft drinks and all brands of water, must be approved by the VOFC prior to the festival. Alcohol sales are not allowed at your site. The following is a list of known items that are **NOT ALLOWED ON FESTIVAL GROUNDS**. This list is NOT COMPREHENSIVE and items may be added to or removed from this list by the VOFC.

Candy Cigarettes
Toy Guns
Any type of Restraints

Snap (Sand) Pops
Tobacco Products
Weaponry of any kind

Fireworks
E-Cigarette (Vape)

- **Preferred Vendors:** Several of our vendors have been with the Festival for many years. These “preferred vendors” may request a location in the downtown vending area. The VOFC Vendor Chair and Vice Chair will try to accommodate the needs of our preferred vendors request, however, the final say on location and items available will be determined by the VOFC Vendor Chair and Vice Chair the day of the event.
- **Fees and Payments:** Vendor fees for participation for Historic Downtown Events are listed on the following page. All fees must be paid in full at the time of the application. Personal checks and/or business checks should be made payable to Vidalia Onion Festival. Payments should be mailed with the completed forms (Application, Certificate of Insurance, Diagram setup (if necessary), Pictures (if necessary), and the Food Service Permit (if applicable) to:
 - **Vidalia Onion Festival – PO Box 2285 – Vidalia, GA 30475.**

All checks are held until application approval. Cash payments will be accepted on a limited basis at the Vidalia Onion Museum and reported to the VOFC Vendor Chair with a copy of a handwritten receipt. Email communication will be provided when payments are received. Currently (this may be subject to change), credit card payments may be accepted on a limited basis as well. In the event of insufficient funding, you must provide “Secured Funds” in the form of a money order, certified check, cashiers (bank) check, or cash to our office.

In the event a refund is to be issued from fees already accepted, refunds will be returned via the same method utilized in which the VOFC received them. Refunds will only be issued if your application is not accepted. Refunds will NOT be issued for failure to setup or attend without advanced notice.

PLEASE PRINT AND SUBMIT THIS PAGE OF THE RULES WITH YOUR APPLICATION WITH SECURED FEES ENCLOSED

- **FEE SCHEDULE:** ****Please note**** The Park at City Stage setup is for Sponsor sites and for preferred vendors of The VOFC **BY INVITATION ONLY!**

One (1) Day fee – One 20' X 20' space (tent or trailer) vending site – CIRCLE ONE NIGHT ONLY BELOW

The Park at City Stage:	\$200.00	Friday	Saturday
Jackson Street:	\$150.00	Friday	Saturday
Meadows Street	\$125.00	Friday	Saturday
Church Street (Spacing limited)	\$100.00	Friday	Saturday

Two (2) Day fee – One 20' X 20' space (tent or trailer) vending site for both Friday and Saturday

The Park at City Stage:	\$300.00
Jackson Street:	\$225.00
Meadows Street	\$200.00
Church Street (Spacing limited)	\$150.00

Push Cart Service (Mobile Vending) - **Note – All cart services MUST BE MOBILE. If cart vendors are not mobile throughout the festival grounds fees will be charged based on where they remain stationary the longest period at the rate assigned for that area as a one-night fee. Cart services that block passage of patrons to other vendors will be subject to relocation or ejection from the Festival grounds.

Nightly fee: \$125.00

Advertising Setup – One 20' X 20' (tent or trailer) advertising space.

Flat Fee: \$500.00

****IMPORTANT NOTICE**** The amount submitted with your application, along with your application will be reviewed and accepted on a first-come, first-serve basis. ALL APPLICATIONS ARE ACCEPTED IMMEDIATELY. However, not all applications will be APPROVED. If your application is incomplete, or denied for any reason you will be notified via email as quickly as possible to correct any errors or take any actions to expedite the process.

****INDEMNITY CLAUSE****

BY READING AND INITIALING EACH PAGE OF THE RULES AND REGULATIONS SET FORTH IN THE ABOVE CONTEXT, YOU HEREBY AGREE TO INDEMNIFY AND HOLD FOREVER HARMLESS THE VIDALIA ONION FESTIVAL COMMITTEE (VOFC), THE CITY OF VIDALIA, THE OFFICES OF CITY MANAGER, THE OFFICES OF THE MAYOR, THE COUNTY OF TOOMBS, AND ALL OFFICERS OF THE CITY AND COUNTY 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 HEREBY AGREE TO THE POLICIES, RULES, AND REGULATIONS SET FORTH ABOVE IN PAGES ONE (1) THROUGH THREE (3), AND THE FEES OUTLINED IN PAGE FOUR (4).

****TERMS AND CONDITIONS****

- I.) MUTUAL RESPECT: BY READING AND INITIALING EACH PAGE OF THE RULES AND REGULATIONS SET FORTH IN THE ABOVE CONTEXT, YOU HEREBY AGREE TO BOTH BE THE RECIPIENT OF, AS WELL AS THE BEARER OF, MUTUAL RESPECT TO ALL MEMBERS OF THE VIDALIA ONION FESTIVAL COMMITTEE (VOFC) AND THE PATRONS OF THE VIDALIA ONION FESTIVAL. EACH VENDOR WILL DISPLAY THEIR VENDOR NUMBER ASSIGNED TO THEM AT THEIR SITE THAT IS CONSPICUOUS TO THE PUBLIC. PATRONS HAVE THE RIGHT TO SUBMIT COMMENTS AND REVIEWS TO THE VOFC VIA A FEEDBACK FORM. YOU, AS THE VENDOR, HAVE THE RIGHT TO VIEW, AGREE TO, OR DISPUTE THE FORMS. YOU, AS THE VENDOR, HAVE THE RIGHT TO REFUSE SERVICES TO ANY PATRON THAT MAY THREATEN OR DISPARAGE YOU IN ANY MANNER, INCLUDING (BUT NOT LIMITED TO) BODILY HARM. ALL SUCH ACTIONS WILL BE REPORTED AND ENFORCED IMMEDIATELY BY ALL LOCAL LAW ENFORCEMENT OFFICIALS AND SUBJECT TO IMMEDIATE INVESTIGATION. LAW ENFORCEMENT OFFICERS WILL RULE SUMMARILY IN THE BEST INTEREST OF THE ASSURED MUTUAL PROTECTION OF ALL PARTIES INVOLVED IN SUCH DISPUTES.
- II.) COMMUNICATION: EMAIL IS THE PREFERRED COMMUNICATION DURING THE APPLICATION PROCESS AND PRIOR TO THE START OF THE VIDALIA ONION FESTIVAL. PLEASE BE AWARE THAT THE ENTIRE VIDALIA ONION FESTIVAL COMMITTEE (VOFC) IS COMPRISED OF VOLUNTEERS, WHOM HAVE FULL-TIME EMPLOYMENT ELSEWHERE. THERE WILL BE TIMES WHEN MORE THAN 24 HOURS WILL BE NEEDED TO RESPOND TO YOUR REQUESTS. IN THE EVENT YOU DO NOT HAVE EMAIL, OR EMAIL ACCESS, YOU MAY LEAVE A VOICEMAIL TO THE DEDICATED LINE OF THE VENDOR CHAIR OF DOWNTOWN EVENTS, JAY MILLER, AT (803) 998-1304. ALL EMAIL RESPONSES ARE SUBJECT TO BEING SENT ANY TIME, 24 HOURS A DAY, 7 DAYS A WEEK. ANY CALLS MADE BY MR. MILLER OR ANY OF HIS STAFF TO YOU WILL BE BETWEEN THE HOURS OF 8AM TO 9PM, 7 DAYS A WEEK. IF YOU PREFER A SPECIFIC TYPE OF COMMUNICATION, OR TIME THAT YOU WOULD LIKE SUCH COMMUNICATIONS SENT TO YOU, PLEASE HAND WRITE YOUR REQUEST ON THE BOTTOM OF PAGE 2 OF THE 2019 VENDOR APPLICATION.
- III.) YOUR RIGHTS UNDER THE LAW: ALL PERSONS ARE GIVEN INALIENABLE RIGHTS AFFORDED TO THEM BY THE UNITED STATES CONSTITUTION AND ITS AMMENDMENTS AND SUCH LAWS SET FORTH BY STATE AND LOCAL CONSTITUTIONS AND THEIR SUBSEQUENT AMMENDMENTS. THESE RIGHTS SHALL NOT BE INFRINGED.
- IV.) TERMS OF AGREEMENT: THE TERMS OF THIS SIGNED AGREEMENT SHALL BE FROM THE JANUARY 1, 2019 UNTIL JUNE 1, 2019. SHOULD FESTIVITIES, MONETARY DECISIONS, SUCH AS PAYMENTS AND COMMUNICATION BE CONCLUDED PRIOR TO JUNE 1, 2019 THE TERMS SHALL END AT SUBSEQUENT CONCLUSION, WHICHEVER COMES FIRST.
- V.) SIGNATURE VERIFICATION: BY INITIALING EACH SECTION OF THE ABOVE RULES, YOU AGREE THAT YOUR INITIALS WILL ALSO SERVE AS A WRITTEN SIGNATURE VERIFICATION OF ALL POLICIES, RULES, REGULATIONS, THE INDEMNITY CLAUSE AND THE ABOVE WRITTEN TERMS AND CONDITIONS.