



41st Annual Vidalia Onion Festival

2018 VENDOR APPLICATION

Historic Downtown Events

Thursday April 26th, Friday April 27th,
Saturday April 28th

STEP 1: VENDOR INFORMATION

This application is NOT for the arts and crafts show please refer to Arts and Crafts for that Application.

Organization/Company Name _____

Contact Person(s): _____

Mailing Address: _____

Phone _____ Fax _____

*Email (mandatory) _____

*Email is the preferred form of communication between Vendor and Festival Committee (Normal Email response is 24 hours)

Website: _____

Business Summary/Description: _____

How many years have you been in business? _____ Previous Vidalia Onion Festival Vendor? ___Yes ___No

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

Item/Price _____ \$ _____ Item/Price _____ \$ _____

Item/Price _____ \$ _____ Item/Price _____ \$ _____

Item/Price _____ \$ _____ Item/Price _____ \$ _____

Item/Price _____ \$ _____ Item/Price _____ \$ _____

On Page 6, you must submit a clear and accurate diagram of your set-up in order for us allow you adequate setup

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. Pictures may be emailed to **vof.vendors@gmail.com**. (Be sure to include your Organization/Company Name in the Subject of each email, just as you have listed on Step 1 of application) Be sure that you initial all pages of this application and return with payment. No application will be considered without payment enclosed.

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

List two recent event references:

Event Name _____	Event Name _____
Event Date _____	Event Date _____
Contact _____	Contact _____
Phone _____	Phone _____
Email _____	Email _____

STEP 2: EVENT POLICIES

Booth Spaces

Booth Spaces are 20'x20'. If you require more space, you MUST rent 2 booths. Booth reservations will be confirmed by EMAIL (supply your email above!) upon receipt of application and check made payable to **Vidalia Onion Festival**. Committee has the right to refuse space to any vendor at any time and booths are first come first served. **NOTE: Tents/Tables/Chairs: The Vidalia Onion Festival Committee does not rent tents, tables or chairs to vendors/exhibitors. If you need tents, tables or chairs, you must supply them.**

Admission: Every paid vendor is entitled to three free passes to admit workers to the Street Dance Talent Show & Concert. 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 pricing is: \$5/person for Talent Show (Thurs) \$5/person for Street Dance (Fri), and \$15 for Concert (Sat). Please be sure your workers and entourage are aware of admission pricing. ALL WORKERS MUST WEAR THEIR WRISTBAND TO ENTER THE GATES. IF YOU ARRIVE WITHOUT YOUR PASSES, YOU WILL BE REQUIRED TO PURCHASE WRISTBANDS AT THE GATE. NO EXCEPTIONS.**

Updates will be EMAILED as they are made, please check email weekly and daily as of April 1, 2018

Set up for Thursday , April 26th - Movie Under The Stars and Talent Show

This is a small venue and we will only be taking a limited number of local vendors only please let me know if you are interested in this venue.

Set Up for Friday Street Dance:

Set up will be Friday, April 27th from 3 pm to 6 pm in our Historic Downtown Vidalia. A map of the area will be sent with the vendor acceptance package. Each vendor space will be pre-assigned by the Onion Festival Committee. Vendors do not have the right to choose vending space – NO EXCEPTIONS. No spikes are allowed in pavement or in the grass. Vendors will not be permitted to exceed designated marked space. You will meet in a local parking lot which will be our "staging area" to get further instructions to enter the Downtown Area. You will not be allowed to proceed to your Downtown area until Festival Committee releases you from "staging area". Festival volunteers will be there to direct you to your space. Once you have your items unloaded, we ask that you promptly move your vehicles to the designated areas. Vehicles must be moved out of the vending area by 5 pm. No vendors are allowed to spend the night on the premises. Vendors will need to move from the area by 11:30pm for streets to re-open. **Gates for Friday Street Dance will open at 5:30pm.**

Set Up for Saturday Concert - The Stage at City Park

Set up will be Saturday, April 28th from 9 am to 12 noon downtown Vidalia - The Stage at City Park. A map of the area will be sent with the vendor acceptance package. Each vendor space will be pre-assigned by the Onion Festival Committee. Vendors do not have the right to choose vending space – NO EXCEPTIONS. No spikes are allowed in pavement or in the grass. Vendors will not be permitted to exceed designated marked space. A festival volunteer will be there to direct you to your space on Saturday. Once you have your items unloaded, we ask that you promptly move your vehicles to the designated areas. Vehicles must be moved out of the vending area by 12 noon. No vendors are allowed to spend the night on the premises. Vendors will need to move from the area following the conclusion of the concert and after concert attendees have exited the premises. **Gates for Saturday Concert Venue will open at 2 pm.**

These are tentative setup times and instructions and are subject to change. Please check your email weekly for updates and daily the month of April.

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. You may email this also: Vendor Name in Subject**

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 5:00 pm Friday, and Noon for 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. You will be given further instructions in your acceptance package.

Power: There is **ABSOLUTELY NO POWER**. If you need power, you must have your own generator. Quiet generators are preferred

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 property. 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/Onions:** PLEASE NOTE CHANGE -Ice/Onions will be available on site for purchase. Your Vendor packet at check-in will include instructions on where to purchase ice. Vidalia Onion Festival Committee Members and Volunteers will NOT be delivering this year. Please staff your area adequately to have someone purchase these for your site. Ice and Onion purchases will be cash only. In an emergency, volunteers and committee members may try to assist, however, volunteers and members are not ice and onion delivery staff.

Onions: Any vendor serving a food product containing onions must use Vidalia® Onions – NO EXCEPTIONS!
As with Ice, Onions will not be delivered and each vendor is responsible for their own stock and supplies.

Beverage Sales: Coke/Cola products will NOT be allowed for sale. NO EXCEPTIONS! Alcohol sales are prohibited. Alternative beverages (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.

Tents/Tables/Chairs: If you need tents, 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 (Vendor application, certificate of insurance, and Food Service Permit (if applicable)) 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. Online payments will be deposited immediately, however, if for any reason your application is refused, the method used to fund your fees will be utilized to refund your fees. Any applications mailed after April 1, 2018 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 1, 2018.**

EEE SCHEDULE

Please circle the option(s) you choose below and **ENCLOSE CHECK - Online payment options will be available at a later date:**

- | | |
|---|--------------|
| 1 - 20'x20' space (tent or trailer) Food Service and Product Sales - (1 DAY)
FRIDAY Street Dance OR SATURDAY Concert | \$125 |
| 2 - 20'x20' space (tent or trailer) Food Service and Product Sales (2 DAYS)
Friday Night Street Dance AND Saturday Concert | \$200 |
| 3 - Push Cart - Per Cart, per night/day - Push cart must be MOBILE If you need a space, please select an option above. You may NOT set up a site with a cart. | \$125 |
| 4 - 20'x20' space (tent or trailer) Advertising only (No Sales) | \$500 |

This amount, along with complete application signed and initialed on each 4 pages if no food service, 5 pages if food service, 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.

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 Jay Miller at **vof.vendors@gmail.com**

*Email will be main communication option between festival & vendor If you don't have email access, you can also leave a voice mail at 912-245-7831 Fax: (912) 335-6539. Voice mails are returned within 48 hours. Please be advised that our Onion Festival Committee Members are Volunteers and have daily jobs that require checking email after business hours. Please be patient in awaiting your reply.

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 -Vendor

ATTN: Jay Miller

PO Box 2285 Vidalia, GA 30475

(Keep a copy of this form with you during the Vidalia Onion Festival)

Name of food service establishment: _____

Select the appropriate description:

Restaurant Mobile Food Unit Restricted Food Service Temporary Food Service

Bar/Lounge Other: _____

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

Business owners name: _____

Business owners address: _____

Business owners phone: _____

Business owners email _____

Authorized agent: _____

Authorized agents address: _____

Authorized agents phone: _____

Business owners email: _____

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.

Signature *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.

DIAGRAM OF YOUR SET-UP -Mandatory

You must submit a clear and accurate diagram of your set-up and photos of your operation if you were not a vendor in 2017.

Be sure to clarify if your set-up is customer accessible from one side, two sides, three sides or four sides. In addition to this diagram, all applicants must also email a photo 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.

Pictures must be emailed to **vof.vendors@gmail.com**. (Be sure to include your Organization/Company Name in the subject line, just as you have listed on Step 1 of application)