



44th Annual Vidalia Onion Festival

Airport Events - Friday Street Dance and Saturday Concert

Thursday April 22 - Sunday April 25, 2021

VENDOR REGULATIONS AND POLICIES

Who to contact regarding Vendors: Please carefully review the vendor packet herein, as the vast majority of answers can be found within vendor packet. All questions, concerns and requests should be sent via email to: vof.vendors@gmail.com. **Email is the preferred method of communication.** Normal response time should be 24 hours or less. Please see the "Terms and Conditions" section for more details. Voice mail and/or Text contact: (803) 998-1304. You will be emailed additional vendor setup information if accepted, by April 15th. **Food Vendors will be emailed an additional Food Service Permit for Online Entry.**

Space/Booth Size: No Push-Cart Service or Mobile Vending. All vendor booth spaces are **20' X 20'**. If more than the 20' x 20' space is needed to accommodate your setup, please purchase additional space. Please measure setup from end to end, including trailer hitches. Vendors supply their own tent, tables, chairs, etc. needed for setup, including trash receptacles for staff and patrons. The Vidalia Onion Festival Committee (VOFC) does NOT supply these or have available to rent.

Admission: All vendors that have paid their fees to The VOFC will be issued three (3) free passes to admit their work staff to the event area only. These passes are NOT INTERCHANGEABLE or TRANSFERABLE. 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. Gate prices will vary depending on the event, venue and day and may be viewed online: <http://www.vidaliaonionfestival.com>. Failure to wear wristbands that are provided, or any additional passes purchased will result in gate fees charges when entering the event area. Please notify your staff.

Setup: Vendors are NOT REQUIRED TO TAKEDOWN their setup each night. Cleanup crews will be working after the conclusion of the nightly events with blowers to remove debris. Please ensure that all goods and merchandise is 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. Stakes are NOT allowed, so please bring tent weights.

Supplies: Each Vendor that is cooking in any way, shall always have a working fire extinguisher near the cook area. Please review the following list of items or supply needs that are normally requested. Please note that you must staff your site appropriately to purchase and transport ice, onions, and water. Onion Festival Volunteers and Vidalia Onion Festival Committee (VOFC) members are NOT DELIVERY STAFF. Each item on this list is VERY SPECIFIC to VOFC regulations and city ordinances. These supplies may be purchased at the Festival:

- a.) **Onions:** It would not be the Vidalia Onion Festival if it were not 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:** Ice is also available on site for purchase. Please have your area staffed to purchase and transport ice if needed so that your area can stay supplied.
- c.) **Power:** There is **ABSOLUTELY NO POWER**. If you need power, you will need a quiet generator to supply it. Quiet generators are mandatory. The VOFC and City of Vidalia DO NOT rent generators.
- d.) **Water:** Access to water is available. You must provide your own containers for transport. No vendor will be allowed to connect directly to Airport water sources.
- e.) **Trash:** Multiple containers for trash will be located throughout the area. Vendors are REQUIRED to bring and maintain trash receptacles for staff and patrons to keep the vendor site as clean as possible.

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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 to 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 and Fire Inspections: All food vendors must complete OUR Food Service Permit. You will receive this online entry form via email, and this must be completed online. Remember, this ONLY APPLIES TO FOOD VENDORS. *Please refer to the final paragraph of the vendor application for details concerning the Food Service Permit and Health Inspections during the Festival. All vendors must have a fire extinguisher in working order on site to be inspected by Vidalia Fire Department.

Insurance Requirements: All vendors must have a minimum of one million (\$1,000,000) in General Liability coverage for the Legal business name on application. *“City of Vidalia /Vidalia Onion Festival, PO Box 2285 Vidalia, GA 30475” must be listed as Additional Insured.* Insurance certificate must be emailed to vof.vendors@gmail.com by April 5th. **THERE ARE NO EXCEPTIONS.** APPLICATION WILL NOT BE APPROVED WITHOUT PROOF OF INSURANCE, regardless of what your site sells, promotes, or provides.

Parking and Traffic: In addition to your vending trailer, tent, or setup, each vendor will be given a pass allowing **only one vehicle to be allowed at a time** in the vendor area to load and unload supplies during setup/takedown. All vehicles must be removed from the vending area before gates open. Vendors must enter and park only in in designated Vendor access areas as instructed. Vendors will be issued a parking pass. No vendor will be allowed in the vendor area without vendor pass. You will be sent Festival Zone info and a map of the event prior to the event.

Beverage Sales: All beverages must be listed on the application. All bottled, canned, or fountain beverage sales including soft drinks, energy drinks, and water are prohibited (not allowed) by the VOFC. Tea and lemonade are allowed. Alcohol sales are not allowed at your site.

Restricted Items: The following is a list of known items that are **NOT ALLOWED ON FESTIVAL GROUNDS**. **Candy Cigarettes, Snap (Sand) Pops, Fireworks, Toy Guns, Tobacco Products, E-Cigarette (Vape), Any type of Restraints, Weaponry of any kind, Adult Novelties.** Items may be added to or removed from this list by the VOFC.

Fees and Payments: All fees must be paid in full by April 5, 2021. Checks should be made payable to Vidalia Onion Festival. Cash or card payments may be made in person to Vidalia Onion Museum at 100 Vidalia Sweet Onion Drive, or by calling (912) 538-8687, Mon- Fri 9 am – 5 pm. Complete Vendor Packet must be emailed. Refunds will NOT be issued for failure to set up or attend.

- **Make checks payable to: VIDALIA ONION FESTIVAL**
- **Cash, Check or Card payments are accepted at Vidalia Onion Museum - 100 Vidalia Sweet Onion Dr.**
- **Card payments are also accepted by phone. Call (912) 538-8687, Mon- Fri 9 am – 5 pm.**

VOF 2021 Vendor Rules – Q&A Vendor Initials: _____

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→ You may also mail your check or money order to address: PO BOX 2285, VIDALIA, GA 30475

VENDOR FEES

PLEASE CHOOSE ZONE(S) AND NUMBER OF SITES NEEDED FOR YOUR SETUP:

- ZONE 1: **\$300** Friday and Saturday at Airport X _____ 20' x20' Site = \$ _____
- ZONE 2: **\$250** Friday and Saturday at Airport X _____ 20' x20' Site = \$ _____
- ZONE 3: **\$200** Friday and Saturday at Airport X _____ 20' x20' Site = \$ _____
- ZONE 4: **\$150** Friday and Saturday at Airport X _____ 20' x20' Site = \$ _____
- Advertising Only: **\$500** Friday and Saturday at Airport

***Please note** Movie Under the Stars setup is for Sponsor sites and VOFC VIP VENDORS BY INVITATION ONLY*

- VIP - ADD \$ 75 Thursday City Park - OR - VIP -ADD \$125 Thursday City Park

****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. ALL EMAIL RESPONSES ARE SUBJECT TO BEING SENT ANY TIME, 24 HOURS A DAY, 7 DAYS A WEEK. ANY CALLS MADE TO YOU WILL BE BETWEEN THE HOURS OF 9AM TO 8PM, 7 DAYS A WEEK. YOUR RIGHTS UNDER THE LAW: ALL PERSONS ARE GIVEN INALIENABLE RIGHTS AFFORDED TO THEM BY THE UNITED STATES CONSTITUTION AND ITS AMENDMENTS AND SUCH LAWS SET FORTH BY STATE AND LOCAL CONSTITUTIONS AND THEIR SUBSEQUENT AMENDMENTS. THESE RIGHTS SHALL NOT BE INFRINGED. III.) TERMS OF AGREEMENT: THE TERMS OF THIS SIGNED AGREEMENT SHALL BE FROM THE JANUARY 1, 2021 UNTIL JUNE 1, 2021. SHOULD FESTIVITIES, MONETARY DECISIONS, SUCH AS PAYMENTS AND COMMUNICATION BE CONCLUDED PRIOR TO JUNE 1, 20 21 THE TERMS SHALL END AT SUBSEQUENT CONCLUSION, WHICHEVER COMES FIRST. IV.) 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.

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NOTE!!! This Application is NOT for the and Crafts events located near the Vidalia Regional Airport. Please make sure you are filling out the correct application by visiting our website at <http://www.vidaliaonionfestival.com/applications/> All correspondence should and will be via email, so please check your email for updates and notices. Please submit all documents, questions, or concerns to: vof.vendors@gmail.com.

Business type: Retail Food/Drink Advertising Non-Profit Other: _____

Legal Company or Organization Name: _____

DBA NAME: _____

Business Federal Tax ID (EIN): _____ - _____ or SS#: _____ - _____ - _____ Yrs in business? _____

Application Contact Person(s): _____

Primary Phone: _____ Other Phone/Fax: _____

Email: _____

Mailing Address: _____

Day of Event Contact Name: _____

Email: _____ **Cell Phone # :** _____

Website or Social Media site: _____

Have you been a Vidalia Onion Festival Vendor in the past 5 years? YES NO

Do you have a Menu to Submit? Yes No If no, please list ALL items and pricing you plan to provide NOTE: Not all items will be approved. This must be specific and must include your prices that will be displayed on pre-printed signs at the Festival.

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

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

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

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

If you have any additional items or require more space, please submit additional pages.

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CHECKLIST:

- _____ [*] Initials: Read/Initialed the Festival Rules
- _____ [*] Initials: Submitted Pictures of your setup with your application
- _____ [*] Initials: Provided a diagram of your site
- _____ [*] Initials: Submitted General Liability Certificate of Insurance
- _____ [*] Initials: Printed page 4 of the Festival Rules
- _____ [*] Initials: Provided payment
- _____ [*] Initials: Noted that **EMAIL is the preferred method of communication for vendors**. All questions, concerns and requests should be sent to vof.vendors@gmail.com. Normal email response time is 24 hours. Please see the "Terms and Conditions" section for more details. Voice mail and/or Text Vendor contact#: (803) 998-1304. Additional setup and vendor information will be emailed if accepted no later than April 15th. Food Vendors will be emailed an additional Food Service Permit

**Your initials on each line item above (and in the footers below each page) is your affirmation that you have fully completed the process step. All applications by all vendors requesting to participate will be accepted. However, only completed applications that adhere to the Festival Rules and policies will be approved. Incomplete applications, failure to provide liability insurance, unsecured funds, violation of Festival Rules, or previous festival activities that resulted in disciplinary review or items being banned by the Vidalia Onion Festival Committee are grounds for application failure and/or dismissal. You will be notified, by email, of any items that are needed to complete your application should additional review be needed.*

***Food Vendors ONLY. All food vendors must submit the food service permit that will be emailed to you AND have a working fire extinguisher. Prior to and/or anytime during the festival your site will be inspected by a health and fire inspector. Any person or persons claiming to be a health or fire inspector requesting to inspect your site, that has not previously been identified by Committee, must provide you proper identification. DO NOT ALLOW ANY UNAUTHORIZED or UNIDENTIFIED persons access to your site. Contact the closest committee member if such action occurs.*

Signature

Date

Printed Name

Title

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**PLEASE ATTACH CERTIFICATE OF INSURANCE, PHOTOS, DIAGRAM, AND MENU to email, or
include in application*

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