2021 Snellville Fall Festival

Saturday, October 16th, 2021

Food Service Vendor/Exhibitor Application Letter

Dear Vendor:

You are cordially invited to participate in the annual Snellville Fall Festival on the Towne Green in beautiful Snellville, Georgia. This year's Fall Festival, produced by the Snellville Tourism and Trade Association, will take place on Saturday, October 16th, 2021.

This is an annual event and builds upon the tremendous successes of the previous years. We hope you will be able to join us for the Snellville Fall Festival this year.

The Fall Festival begins at Noon and will last until 6:00 p.m. and in addition to local food service vendors like yourself, will include vendors featuring hand-made crafts, art and gifts.

All food service vendors must submit a completed application (enclosed) to be considered for acceptance. It must be postmarked by our deadline of October 2nd. You will be notified whether your application has been accepted after it has been processed. Booth spaces are approximately 12' x 12'. Please note on your application the number of spaces you require for your booth and equipment.

You must provide your own tent/canopy, tables, chairs and display materials. ***Please be aware: All tents or canopies must be weighted down, as stakes are prohibited at this event.***

Absolutely no staking on the Snellville Towne Green or City Hall Property. You must bring weights for all tents. For safety reasons, no one without weights will be allowed to set up.

The cost for Food Service Vendors is 20% of your gross sales, due at the end of the event. In addition there will be a $25.00 fee for electricity due with your other fees.

You will be notified as to your location which will be based on the needs of the event.

Thank you for your interest in the Snellville Fall Festival. We look forward to seeing you there.

Sincerely,

Kelly McAloon
Vendor Coordinator
kelmca@comcast.net
www.ExperienceSnellville.com

NOTE: Space is limited. We encourage you to send your application as soon as possible in order to be considered for a space.

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FALL FESTIVAL AREA AND BOOTH SPACE:

The Fall Festival area for vendors will be in front of Snellville City Hall on Oak Road or on the Towne Green in downtown, Snellville, Georgia. You will be notified by the Fall Festival Committee as to your acceptance and the location assigned to you based on the needs of the Fall Festival.

ENTRY REQUIREMENTS:

Complete and sign the application form which includes a Hold Harmless Agreement. ***The form must be signed if you wish to participate in the festival.***

Deadline for application to be submitted is midnight, October 2nd, 2021.

BOOTH SIZE AND FEES:

Your vendor space will be approximately 12' x 12'. The entry fee is 20% of your gross sales, due at the end of the event. Please note on your application the number of spaces you require for your booth and equipment. ***Staking Tents is prohibited***.

Absolutely no staking on the Snellville Towne Green or City Hall Property. You must bring weights for all tents. For safety reasons, no one without weights will not be allowed to set up .

TAXES:

Vendors are responsible for collecting and submitting all required taxes. Gwinnett County currently collects 6% sales tax.

SECURITY AND INSURANCE:

Snellville Police will be on duty during the event. However, we cannot be responsible or liable for any injury in your booth to any customer or vendor and/or, loss and/or damage to property in your booth for any reason. You will be responsible for any insurance coverage for your personal property and/or injury to any customer/persons in your booth.

DISPLAYS, TABLES AND CHAIRS:

Vendors must bring their own display materials such as easels, display screens, shelves, etc. All tables and/or chairs must be furnished by the vendor. Booths must be kept clean and barrier free at all times and the area must be left clean at the end of the Fall Festival. All trash disposal is the responsibility of the vendor. Vendors are to provide their own trash bags and may dispose of the trash at the end of the event in the large dumpster behind City Hall or by hauling it away. *Trash cans in the event area are for customer use only.*

SET UP AND BREAKDOWN:

Set-up begins on Saturday, October 16th. You will receive specific set-up times and directions with your confirmation. You should have your area ready to greet customers by Noon. Show hours are from Noon until 6:00 p.m. You will receive break-down instructions along with your confirmation. YOU ARE RESPONSIBLE FOR LEAVING YOUR BOOTH AREA CLEAN!

SMOKING IS NOT ALLOWED IN THE FALL FESTIVAL AREA!

My signature on my application signifies that I have read and understand the rules and regulations for the 2021 Fall Festival.

2021 Snellville Fall Festival
Saturday, October 16th, 2021

SNELLVILLE FALL FESTIVAL

Experience SNELLVILLE TOURISM & TRADE

Food Service Vendor/Exhibitor Booth Application

Food Vendor Information: Business Name		
Contact Name		
Address		
City	**State**	**Zip**
Telephone	**E-Mail**	
Food Vendor Information: Describe and list all types of food items you will sell ***(please use back if needed)***		
Have you exhibited at this festival before: ☐ **Yes** ☐ **No**		
Please list three (3) previous shows you have participated in as a food vendor:		

Application Submission:		
Documentation Required:	☐ **ServSafe Certicate Attached** ☐ **Proof of Liability Insurance Attached**	*All booths must be set up under a pop-up tent or canopy* ***and securely anchored with weights.*** ***Absolutely no staking in Festival Area***
Photos	***All applications must be accompanied by a photograph of your food and display/set-up***	
Submit Application, and Photos	Snellville Fall Festival/FS Vendor P.O. Box 669, Snellville, GA 30078	
Deadline	**October 2nd, 2021:** You may send your application any time before the deadline. Incomplete applications will not be considered.	
Acceptance	The Snellville Fall Festival Committee will choose the participants. Previous participation in the Snellville Fall Festival does not guarantee acceptance. Your signature below denotes your knowledge, acceptance and agreement to pay 20% of your total sales as your vendor fee.	

For any Food Vendor questions, please contact Kelly McAloon at kelmca@comcast.net, (770) 310-0429

Your Signature belows denotes your knowledge, acceptance and agreement to pay your Vendor Fee of 20% of your Gross Sales and a $25.00 fee for electricity (if applicable) at the end of the event.

Applicant Signature	**Date:**

I have read and fully understand all the details as set forth and agree to abide by all exhibit rules and regulations which are part of this contract. I agree to hereby indemnify and hold harmless the Snellville Tourism and Trade Association (STAT), the City of Snellville, and all organizations and persons sponsoring, managing or in any other way participating in the Snellville Fall Festival from any loss, claim, penalty or lawsuit in any way arising from my operation or involvement in the Festival.

Festival Use Only:		
Date Received	***Amount***	***Approval #***
Confirmation Sent		***Space Number***