



**2018**  
CITY OF KENNESAW'S  
SALUTE TO AMERICA

**Tuesday, July 3<sup>rd</sup>**  
**Vendor**  
**Application &**  
**Information**

**DO NOT COMPLETE THIS APPLICATION** if you are promoting or selling a "service", or if you would like to "demonstrate" a product and/or do not have merchandise for sale on-site during the festival. If you meet these criteria, booth space is available through sponsorship packages starting at only \$375 Please refer to the Sponsorship Application & Information for details.

Vendor Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_  
 List/describe product(s) for sale: \_\_\_\_\_

Along with completed application, please include a photo of your booth display as it will appear at the festival. If you do not have a photo of your booth display, please provide a photograph of items that will be sold.

<b>REMEMBER: SPACES BELOW ARE SOLD IN 10'X10' INCREMENTS.</b>		<b>Fee</b>	<b>Subtotal</b>
Select Vendor Type	<input type="checkbox"/> Arts & Crafts (original, handmade or commercially manufactured)	\$50 (1)	
	<input type="checkbox"/> Farmers Market (e.g., produce, flowers, baked goods, etc.)		
	<input type="checkbox"/> Merchandise (e.g., apparel, souvenirs, cookware, antiques, etc.)		
	<input type="checkbox"/> Non-Profit (charitable, religious, political, social organizations, etc.)		
	<input type="checkbox"/> Food-Beverage/Single-item (prepared on-site or pre-prepared) (certificate of liability insurance is required)	\$125	SOLD OUT
	<input type="checkbox"/> Food-Beverage/Multi-item (prepared on-site or pre-prepared) (certificate of liability insurance is required)	\$250	SOLD OUT
Additional shirts may be purchased onsite during the festival.			
<b>Add lines 1-2 above and enter amount here.</b>			(4)
<b>If paying by credit card, a 6% service fee will be added to your subtotal. Multiply line 4 x 0.06 and enter amount here. If paying by check, enter \$0.</b>			(5)
<b>Add lines 4-5. This is your total amount due. ALL FEES ARE NON-REFUNDABLE AFTER June 5, 2018.</b>			

**Method of payment:**  Check attached (made payable to the "City of Kennesaw"). **Check number #** \_\_\_\_\_  
 Visa®  MasterCard®  Amex® **Credit card number:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **Exp. date:** \_\_\_\_ / \_\_\_\_  
**Signature authorizing charge to above number:** \_\_\_\_\_

**Waiver of Liability**

I understand and acknowledge that participation in this event can be hazardous, and I hereby assume all risk while participating. I, and anyone entitled to act on my behalf, waive and release the City of Kennesaw and the Kansas City Barbeque Society (KCBS), its agents, employees, officers, officials and sponsors from all rights and claims for any personal injury, death, or property damage suffered by me, or that I cause to others, as a result of my participation in this event. I, the undersigned, agree, without any right of payment or editing, to allow the City of Kennesaw to use the images of me and/or my children, including reproductions of photos, video, audio or other reproductions, for use in all types of media for public relations purposes to promote Parks & Recreation programs and activities. I, the undersigned, give permission to the City of Kennesaw to obtain and authorize medical care for participants at any hospital, emergency medical center, or any other health facility; by any medical doctor, osteopath, nurse, surgeon or any other medical practitioner. I also agree to be responsible for the expenses of any medical care required, and I hold the staff authorizing the medical care harmless from any damages suffered by the participant as a result of the medical treatment authorized.

**Signature (required):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Submit completed application, along with photos and payment to:**

City of Kennesaw Parks & Recreation Department  
 Attn: Amanda Glass  
 2753 Watts Drive, Kennesaw, GA 30144  
 Telephone: (770) 422-9714, Fax: (678) 460-3373, E-mail: aglass@kennesaw-ga.gov

**Office use only:** \_\_\_\_\_ **Date received:** \_\_\_\_\_

# Important Information

## Booth Spaces

- Vendor booth spaces measure 10' x 10'. Exceptions must be approved by the festival organizer.  
**NOTE: UPGRADES and SPECIAL REQUESTS WILL NOT BE AVAILABLE AFTER June 5, 2018.**
- The location of all vendor booth spaces is determined by the event organizer.
- Vendors must provide their own tents, tables, and chairs.
- Solicitation, promotion and sales conducted by vendors must be restricted to inside the vendor booth space. Vendors are not permitted to roam and solicit people around other booths, to come visit their own.
- Any prize drawings and/or giveaways must be approved by the event organizer in advance.
- Booths must remain open for the duration of the event -- unless approved by the event organizer.
- Vendor load-in will begin at 2:00pm, based on your location (please refer to your vendor packet, emailed two weeks prior to the event, for your event day details.) Load-in times will be assigned in advance. All vehicles must be removed from the event site **no later than 4:45 p.m.**

## Refunds

- All fees are non-refundable as of **June 5, 2018.**
- No refunds will be issued due to inclement weather, or due to the forecast of inclement weather.

## Inclement Weather

- The festival will occur rain or shine (however, if a rain date is issued, you will be informed immediately.) We hope for sunny weather with blue skies, however be prepared for:

**Heat** – Plan for extra water in your booth, as daytime temperatures can get exceedingly hot.

**Wind** – Wind gusts can show up without warning. Protect yourself against breakage of either your own property or your neighbors' property, and potential liability claims from festival goers who are injured as a result of flying debris by bringing weights for your tent.

**Rain** – Make sure you are prepared for rain without warning. Pop-ups do tend to happen.