

CITY OF KENNESAW'S SALUTE TO AMERICA

Vendor Application & Information



Wednesday, July 3

2019



1. DO NOT COMPLETE THIS APPLICATION if you are promoting or selling a "service", or 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 \$350.00. Please refer to the Sponsorship Application & Information for details.

2. If you are interested in being a vendor, please fill out this form then scan and email to bfarmer@kennesaw-ga.gov or return to Kennesaw Parks and Recreation 2753 Watts Drive, Kennesaw, GA 30144. For questions and additional information please contact the Parks and Recreation Special Events Coordinator.

3. 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.

4. ALL FOOD & BEVERAGE VENDORS WILL BE REQUIRED TO PROVIDE A CERTIFICATE OF LIABILITY INSURANCE in the amount of \$1,000,000 naming the "City of Kennesaw" as an additional insured. Also, you will be required to show us that your fire extinguisher is in **WORKING CONDITION BEFORE THE EVENT BEGINS.**

5. THE FESTIVAL IS A RAIN OR SHINE EVENT. No refunds will be issued due to inclement weather, due to the forecast of inclement weather, or due to circumstances beyond our control.

6. CASHIER'S CHECKS, CREDIT CARDS AND CASH ARE THE ONLY ACCEPTABLE FORMS OF PAYMENT. Money orders and certified checks will NOT be accepted.

Vendor Name: _____ Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

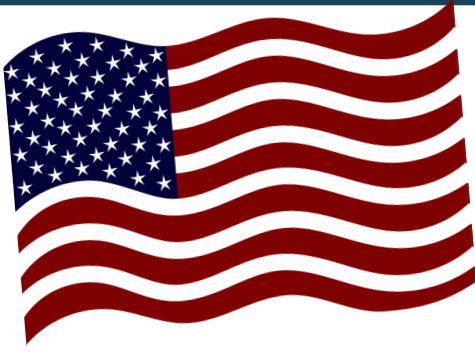
Phone: _____ E-mail address: _____

List/describe product(s) for sale: _____

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, 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: _____



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SELECT VENDOR TYPE

- Non-Profit - \$50**
Charitable, Religious, Political or Social Organizations
Booth space of 10' x 10'
- Farmers Market, Arts and Crafts - \$50**
Original, handmade, flowers, produce, baked goods, etc.
Booth space of 10' x 10'
- General Merchandise - \$50**
Toys, T-shirts, Cookware, Antiques, etc.
Booth space of 10' x 10'
- Food/Beverage Single Item - \$125**
Prepared on site or pre-prepared
Booth space of 10' x 10'
- Food/Beverage Multiple Items - \$250**
Prepared on site or pre-prepared
Size of space varies - to be negotiated

TOTAL VENDOR TYPE _____

If paying by credit card, a 6% service fee will be added to your subtotal.

Multiply total x 0.06 and enter amount here. If paying by check, enter \$0. _____

TOTAL AMOUNT DUE _____

If you are selected to participate in the festival we will contact you to collect payment.

Please do not send a check with this application or include your credit card information.

ALL FEES ARE NON-REFUNDABLE AFTER June 5, 2019.

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, 2019.**
- 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, 2019.
- No refunds will be issued due to inclement weather, or due to the forecast of inclement weather

Inclement Weather

- These events 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 we try to be prepared and informed. In case of cancellation or change of event location, we will notify the sponsor via email and phone call.

City of Kennesaw Parks & Recreation Department
Brittani Farmer

Special Events Coordinator

2753 Watts Drive, Kennesaw, GA 30144

Telephone: (770) 422-9714, E-mail: bfarmer@kennesaw-ga.gov

