



EAST POINT MAIN STREET ASSOCIATION

Destination East Point

EVENT POLICIES AND PROCEDURES



EPMSA thanks you for your interest in being a vendor/exhibitor for our 2011 Destination East Point Event. Please read the following event policies and procedures carefully. By submitting a completed and signed two part application (vendor form & waiver) along with the appropriate vendor fee, you are agreeing to abide by these policies as written.

1. Reservation of a booth requires submission of a completed, signed application and waiver (pages 1 & 2) and a vendor fee, which must be received prior to Wednesday, **September 21, 2011**. Forms received after September 21st, will be assed a **\$50 LATE CHARGE**.
2. Checks or money orders should be made payable to: **East Point Main Street Association**. No cash payments will be accepted. Return application forms and vendor fees to:
East Point Main Street Association – Destination East Point
ATTN: Vendor Committee
PO Box 91274
East Point, GA 30344
3. A confirmation email will be sent to the email address provided on the application within one week prior to event. Booth assignments will be given at check-in the morning of the event.
4. There will be no refunds. This event takes place, rain or shine.
5. **Event Date:** Saturday, Oct.1, from 2-7pm. For directions, MapQuest: 2757 East Point Street, East Point, GA 30344. For additional event information, please visit www.DowntownEastPoint.com.
6. **Food vendors** must identify **ALL** of the categories of items that will be sold from their booths as there is a limit to the number of vendors selling the same food items.
7. **EPMSA RESERVES THE SOLE RIGHT TO SELL, OR DESIGNATE SELECTED VENDOR(S) TO SELL, ALL ALCOHOLIC BEVERAGES DURING THIS EVENT.**
9. Sale of items advertising the event must first be approved by EPMSA in writing due to possible sponsor conflicts.
10. Vendors/Exhibitors may set-up from 11:30 am to 1:30 pm. All vendor/exhibitor vehicles must be fully unloaded and clear the festival area by 1:00 pm. No vendor/exhibitor vehicles will be admitted to the event area after 1:00pm.
11. The event officially opens at 2:00 pm. All vendors are expected to operate from 2:00 pm until 7:00 pm. Your booth should be up and ready to operate by 1:30 pm. Vendors/exhibitors are not allowed to pack up and leave the festival site prior to 7:00pm. Vendors/exhibitors who register for the event and do not show up and participate at the event or vendors/exhibitors who pack up and leave the event prior to 7:00 pm will not be allowed to participate in the event for the next 2 consecutive years.
12. Vendors/Exhibitors are required to provide a 10x10 (minimum size) straight leg, exhibit tent(s) for their booth space(s); Exception: Vendors selling from a professional Food Trailer do not have to set up a separate tent to sell from. Vendors/Exhibitors will provide, deliver, and set-up their materials including tables, tents, chairs, and generators during the set-up time period, and leave their booth area(s) clean upon departure.
13. Booths may be used to sell either food or merchandise, not both.
14. Email specific questions to: sgeorgepmsa@gmail.com or epmsavendors@gmail.com
15. Vendors are responsible for providing professional quality signage with vendor name and/or logo for tent display and identification. All product & pricing information must also be of similar professional quality.
16. Vendors may request certain booth locations along with their registration form; **however final event layout decisions will be made by EPMSA. The decision of EPMSA regarding vendor location is final.**
17. Please retain a copy of these forms for your records.

2011 Destination East Point Vendor Application Form

RETURN TO: **EAST POINT MAIN STREET ASSOCIATION**
Attn: Vendor Committee
PO Box 91274 East Point, GA 30344

CONTACT NAME _____ BOOTH NAME: _____ DATE _____
 ADDRESS _____ CITY/STATE _____ ZIP _____
 PHONE NUMBER _____ EMAIL _____

Section 1: Please indicate the category of items which you plan to sell. **All booth locations are pre-assigned by EPMSA. Booth spaces are approximately 10'x10'.** **Food Vendors:** the following are considered examples of "Single Items" as limited below: Beverages (Sodas/Lemonade/Tea/Water); Hamburgers; Hot Dogs/Corn Dogs; Polish Sausage/Brats; Bakery Items(Bread/Cakes); Candy Apples; Cotton Candy; Funnel Cakes; Nachos; Soft Pretzels; Italian Ice; Frozen Drinks/Sno Cones; Ice Cream/Novelties; Ethnic Food (Mexican, Indian); Buffalo Wings; Chicken Fingers; Grilled Chicken Kabobs; Philly Cheese Steak; Fried Fish/Shrimp; BBQ Chicken; BBQ Ribs; BBQ Pulled Pork; Smoked Turkey Legs; Popcorn (On average there are ± 3 vending opportunities for each food item category).

Categories (Please select one)	Booth Fee
<input type="checkbox"/> Food/Beverage Vendors (Single Item)*	\$ 85
<input type="checkbox"/> Food/Beverage Vendors (Two Items)*	\$ 125
<input type="checkbox"/> Food/Beverage Vendors (Three Items)*	\$ 175
<input type="checkbox"/> Food/Beverage Vendors (Four Items**)*	\$ 225
*You must list your selected food item(s) below! **Additional Food Items over four (4) are \$50 each.	
<input type="checkbox"/> Artist Booth: Artwork, handmade jewelry, candles, etc. \$ 50 (All items must be handcrafted <u>by you</u> , non-food items)	
<input type="checkbox"/> General Merchandise	\$ 85
<input type="checkbox"/> Promotional Info. Distribution: Political Candidates \$ 75 Non-Profit Organizations, Realtors, Businesses (<u>info only</u>)	

Section 2: What you are Specifically Selling? You will be limited to ONLY selling the items listed herein. Food vendors: Be as detailed as possible as we are limiting the number of vendors selling the same food items.

Section 3: Additional Information Needed

*Will you be using a trailer to sell from? _____no_____yes – If yes, please indicate the size of trailer here: _____feet wide x _____feet long. If you are bringing a trailer, you **MUST** check-in at the event site **at 11:30am** so that your truck can position the trailer into place before the other vendors arrive.

*Please detail any special needs or requirements. (We will try our best to accommodate all requests, however, we cannot guarantee compliance.)

Section 4: Thank you to our Loyal Vendors!

Returning EPMSA vendors: If you participated in the Taste of East Point, 4th of July or (3) or more EP Farmer's Markets **in 2011**(previous years do not apply), you may apply one of the applicable following discounts: **\$25 off** vendor fee of \$100 or more **or \$10 off** vendor fee of \$99 or less

Section 5: Rental Items and Payment

A) Electricity
 For a fee of \$40, EPMSA will provide a 15amp outlet with two plugs. This item is very limited, so this is a first-come first-serve offer. You must provide your own **power cords** (100 foot minimum).

Do you want electricity? _____yes _____no

Will you be using a generator? _____yes _____no

B) Tent Package Rental: \$85
 (includes tent, table and 2 chairs)

C) Table Rental (additional) : \$20 each

D) Chair Rental (additional) : \$10 each

Calculate your payment:

1st Booth Fee _____

2nd Booth Fee _____

Electricity Fee _____

Tent Package Fee _____

Additional Table Rental _____

Additional Chair Rental _____

Subtotal: _____

Prior 2011 EPMSA Event Participant (See Description **Under Section 3** to the left) _____

East Point based business, resident, or organization (additional **10% discount**) _____

Late Fee (\$50 after Sept.21) _____

Total Due: _____

LICENSE, PERMITS & COMPLIANCE: All vendors/exhibitors must comply with all applicable laws, event policies and regulations concerning their products, presentations, and conduct during the event. Non compliance will result in penalties and/or booth closure. EPMSA assumes no liability or responsibility for these requirements. By signing below I certify that I have read, understand and agree with all policies and procedures as stated in this two page Application and Waiver of Liability & Hold Harmless Agreement.



East Point Main Street Association

PO Box 91274,
East Point, GA 30344
www.DowntownEastPoint.com

**WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT
VENDOR / PERFORMER / SERVICE PROVIDER / VOLUNTEER**

In consideration for my participation in **Destination East Point** as a vendor, performer, provider of services and/or equipment or volunteer of the East Point Main Street Association, Inc., I, _____ hereby agree to indemnify and hold harmless, release, waive, discharge and covenant not to sue the East Point Main Street Association, Inc., its trustees, officers, agents, volunteers, staff, members, leaders, employees, sponsors, co-promoters, owners or lessors of premises leased or utilized by the East Point Main Street Association, Inc., from any and all liability, claims, demands, actions and causes of action whatsoever arising out of, or related to any loss, damage or cost, including any court costs and attorney’s fees that may be incurred, diseases, or injury, including death, that may be sustained by me, or to any property belonging to me, from any and all actions out of any accident, casualty and/or event which might happen while on the premises of or while on the premises being utilized by the East Point Main Street Association, Inc., while volunteering, participating, working or vending at the program and/or event listed above. I further understand that there is no Worker’s Compensation or Accident Insurance furnished by the East Point Main Street Association, Inc.

It is my express intent that this Release and Hold Harmless Agreement shall bind my family, if I am alive, and my heirs, assigns and personal representative, if I am deceased.

In signing this release, I acknowledge and represent that I have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and sign it voluntarily; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully and legally competent to execute this release agreement; and I execute this release for full, adequate and complete consideration fully intending to be bound by the same.

Signature

Date

Printed Name