



2009 Food Vendor Information and Application Packet
Deadline: November 13, 2009

WinterFest Date: December 5, 2009

Operating Hours: 10 a.m. - 5 p.m.

Booths and fees

The Main Street Office (MSO) requires a flat booth fee, meaning no commission is due to the MSO after the festival ends. All booth spaces are 10'x10' and available for \$100. Vendors will be required to pay for additional electrical needs. All booths are outdoors. **Vendors must supply booth materials, tables and signage.** Booth fees are as follows:

10'x10' Booth = \$100

Electricity = \$25

Applications must be accompanied by cash, money order or check payable to Valdosta Main Street for the corresponding fees. There is a \$25 charge for insufficient funds.

Selection Process

The MSO will ensure that a wide variety of food is represented at the event. Selection criteria includes experience, food quality, booth appearance, and available space. We encourage a balanced representation of all food types and price ranges. All applicants will be notified of selection results no later than November 20, 2009. There is no guarantee previous year's participants will be accepted.

Application Instructions

The application form must be filled out completely and signed by the vendor. Application form and all required enclosures are to be sent in a package to:

Valdosta Main Street
C/O WinterFest
P.O. Box 1125
Valdosta, GA 31603

The WinterFest will begin at 10 a.m. and continue until 5 p.m. We expect all vendors to be present throughout the duration of the festival and not begin packing up **until 5 p.m.** As with any outdoor event, inclement weather is a possibility, so please come prepared. We will not refund registration fees in the event of bad weather. Results will be announced by mail only starting in October. No results will be given by phone.

In conjunction with WinterFest, we will also feature an Artist Market, Kid's Zone and continuous entertainment on the Community Mainstage.

Set Up

Saturday, December 5, 2009 - 7 a.m. until 9:30 a.m.

All vehicles must be clear of the festival site and in designated parking areas prior to 9:30 a.m. Vehicles remaining after 9:30 a.m. will be ticketed and towed at the owner's expense.

If you have any questions, please contact the MainStreet office at 229-259-3577.

Images

Images (high resolution) may be submitted by CD or by photograph. A high resolution digital image (1280 pixel x 1024 pixel) on CD or photograph of your booth must be submitted with the application. Also mark the CD or photo with your name. The name used for the image and for the disc should be consistent with the name that appears on your application. Vendors cannot lease assigned booths or employ sales agents or representatives in lieu of attending festival. Include a self-addressed stamped envelope (SASE) with sufficient postage to return your CD (not photographs) and/or booth fee if you are not accepted.

Menu

Vendor must include a copy of his/her menu with pricing for each item with the application form.

Space Assignments

The festival board makes space assignments. Special requests will be considered but not guaranteed. The assignment is final.

Commitment

A completed application is a commitment to show at the WinterFest and to abide by the festival rules.

No refund of exhibitor fees will be made after November 20, 2009.

Acceptance

The number of food vendor spaces is limited. Applications are evaluated on variety of menu items, uniqueness of foods, menu pricing, attractiveness of both and date of receipt of application. Only foods listed on the application and approved by the festival may be sold during the event. Notification of acceptance will begin in October, 2009.

General Rules

No distribution of literature or items of any kind of solicitation of signatures on petitions or any other document will be allowed unless otherwise permitted by the festival board. The festival board reserves the right to make any changes or additions to the rules and regulations. The festival board must approve all exhibitors, vendors, and entertainment in the festival area. No unauthorized street vendors or entertainment will be allowed.

Food Booth Rules and Requirements: *Please read carefully as there are changes from previous years.*

- All concessions must comply with the Lowndes County Health Department. Please contact the Lowndes County Health Department for more information at (229) 245-2314. A health department permit is required. Food vendors are subject to health department inspections. You are required to provide a copy of your Temporary Food Service Application to the festival committee on or before November 20, 2009.
- Participating vendors are required to obtain a \$250,000 certificate of liability insurance along with a completed application naming the Central Valdosta Development Authority as additional insured on or before November 20, 2009.
- Vendors are required to provide all booth structures, counters, tables, cash registers, extension cords, etc.
- Please note that electricity is available but extremely limited and must be requested in advance. Your booth fee **does not** include electricity fees. Use of electricity may be purchased for an additional \$25 fee. All electricity is 120v only and is for use of only 1 (one) outlet; you must provide extension cords. Additional fees will apply if power needs are greater than what is offered.
- Vendors are responsible for keeping booth area clean and free of debris. You are responsible for disposing all of your garbage into dumpsters. Recycling will be available for aluminum cans, plastic bottles and glass.
- Food vendors must have grease traps if they are using grease and are not allowed on the grassy areas of the festival site. Grease may not be dumped in trash cans or trash bags on the festival site.
- Exact set up times and parking information will be sent after acceptance into the festival is confirmed. Results will be announced by mail only starting in October. No results will be given by phone.
- Selection will be based on variety of menu items, uniqueness of foods, menu pricing, attractiveness of both and date of receipt of application. Vendors must portray a family oriented image. Tables and chairs are not provided.
- All accepted vendors are required to come to the festival check-in before setting up. A picture ID and acceptance letter are required at check-in. Only foods listed on the application and approved may be sold during the festival.
- No vendor may dispense any food or beverage for free.
- Vendors may not tear down before the official close of the event. Any vendor dismantling early will not be invited to the festival in 2010.
- Security is minimal. All exhibitors are responsible for their own personal property and liability. **Please leave your pets at home.**
- No refund will be made for inclement weather or other acts of God over which the festival board has no control, and the risk of loss from such an event shall be borne by the exhibitor. This is an open-air show.
- Alcohol is prohibited.
- Each vendor is responsible for collecting and reporting Georgia sales tax on all sales made during the festival.



2009 Food Vendor Application

Please type or print clearly.

Business Name: _____

Name: _____

Address: _____

City/State/Zip: _____

Email: _____

Phone (day/night): _____

Electricity? Yes No

Do you need two (2) booth spaces? Yes No

Type of Cuisine: *** _____

Describe the type of food products you plan to sell in 20 words or less (this may be used to describe your booth in promotional materials should you be accepted):

***Any accepted product that differs in quality or is inconsistent from that viewed and accepted may be disqualified at the discretion of the festival board. The WinterFest reserves the right to refuse any product that may deem inappropriate.

I hereby release and forever discharge Valdosta Main Street/CVDA, City of Valdosta, all sponsoring organizations, their directors, officers, employees, agents, and volunteers from any responsibility, personal liability, claims, loss, or damage arising out of or in conjunction with my participation in the WinterFest. The WinterFest will not be responsible for any injury sustained by exhibitors or in space designated for exhibits. I agree to maintain a clean and healthy environment for workers and visitors and promise to abide by all Lowndes County Health Department and City of Valdosta regulations. Furthermore, I understand that I store my booth and merchandise at my own risk. By signing this application form, applicant acknowledges and agrees to abide by all the rules set forth herein.

Signature Date

Please send completed and signed application, photos/CD and booth fee to:

**Valdosta Main Street
C/O WinterFest
P.O. Box 1125
Valdosta, GA 31603**

If you have any questions, please contact the MainStreet office at 229-259-3577 or visit www.valdostamainstreet.com

Thank you for applying to this year's WinterFest!

Office Use Only	
<input type="checkbox"/> Accepted	<input type="checkbox"/> Waiting <input type="checkbox"/> Declined
Amount Received	_____
Payment Type	_____
Date Received	_____
Liability Insurance Certificate? N Y	_____
	Date Rcd.
Booth Number	
