

# 4<sup>TH</sup> ANNUAL BBQ & L U FESTIVAL S

SATURDAY  
MAY 18

11AM - 9 PM

Logtown

Vendor  
Information

Rules &  
Requirements

Applications  
Deadline:

MONDAY  
May 3

[adairsvillega.net](http://adairsvillega.net)

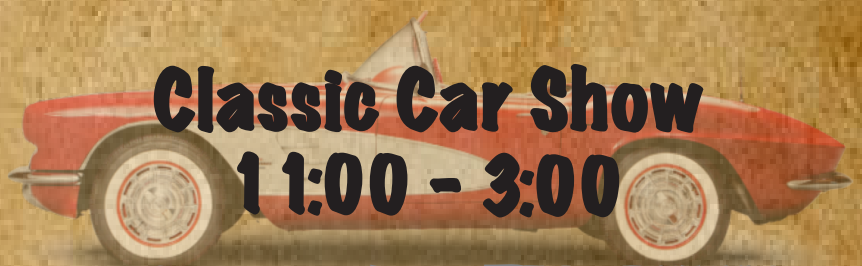


Advance  
Adairsville

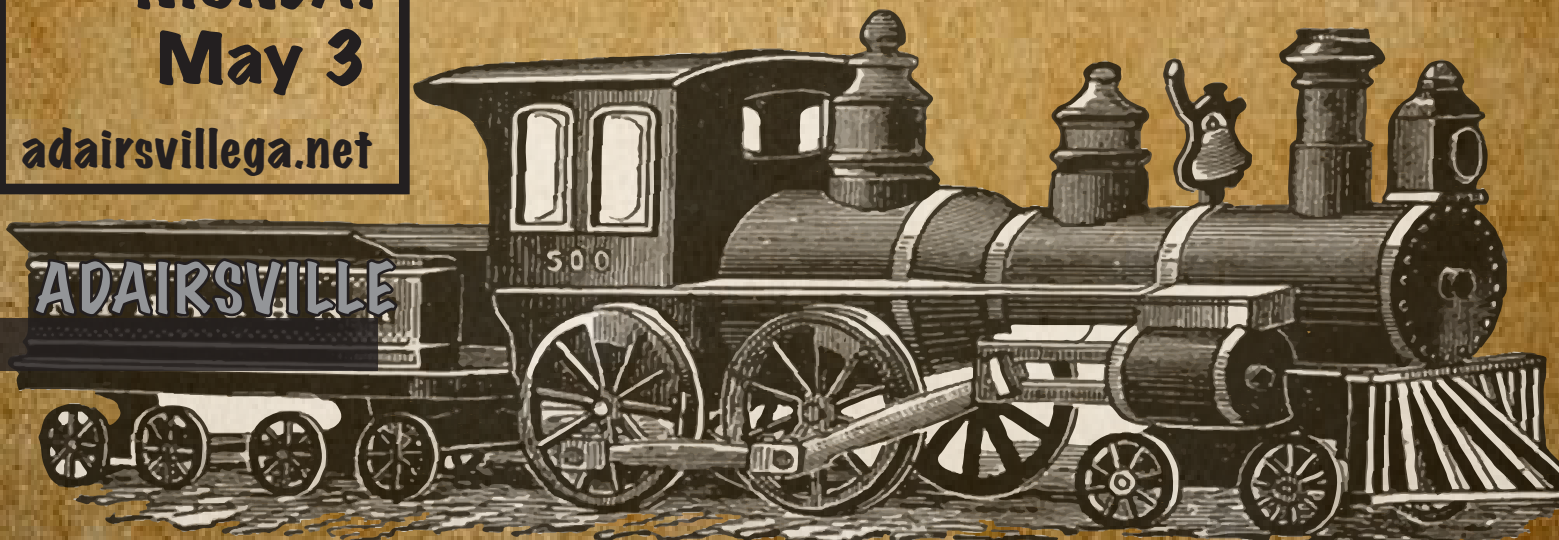
## LIVE MUSIC



Classic Car Show  
11:00 - 3:00



Historic Downtown Adairsville  
Public Square



## VENDOR FEES

- Food Vendor Booth \$125 (includes electricity)
- Retail Vendor Booth \$75 (electricity not available for retail/crafts vendors)
- Non-Profit Vendor Booth \$25 (electricity not available for non-profit vendors)

\*BOOTH SPACES ARE 10'x10'. ALL TRAILERS (including hitch).

MUST FIT IN A SINGLE SPACE (or double space will be charged). NO EXCEPTIONS.

## BECOME A VENDOR

- Complete attached vendor specific application. **Application deadline is May 3, 2019.** Payment must be submitted with application to reserve booth space.
- All payments will be processed once an application is received by the Event Coordinator. You will be emailed/mailed a receipt. HOWEVER, this does not ensure that you have been accepted as a vendor. You will be notified by phone/email if you are accepted. If you are denied you will receive email/letter with a full refund.

## BOOTH SET UP

- Vendor booth set up will be Saturday, May 18, 2019 from 8 a.m. to 10 a.m. Check in with event coordinator upon arrival at designated registration area (this information will be included in set up details sent out prior to the event)

## VENDOR RULES AND REGULATIONS

- This is a family friendly festival that will include food and other vendors, live music, a beer garden, and a Backyard BBQ cooking competition. All vendors must be approved by the Event Coordinator, which reserves the right to permit vendors and limit activities at its sole discretion. Only vendors and products that are approved by the Event Coordinator will be permitted.
- Booth locations will be assigned by the Event Coordinator. Multiple spaces may be requested for additional fees. Tents are not provided. Vendors who have paid for access to electricity should provide their own heavy-duty extension cords and power strips. Water hookups are available but Vendors must supply their own hoses.
- One Vendor per booth space; sharing of booth space is not allowed. Vendors cannot sublet or apportion space to anyone else. Set-up is allowed during allotted times only. While the Event Coordinator will make every effort to accommodate specific requests, we cannot guarantee requested booth locations. Booths must be set-up within their designated 10'x10' space. Vendors must provide their own tents, displays, chairs, tables, set-up equipment, change, etc. Tent weights may be necessary for setup depending on the weather.
- The Event Coordinator reserves the right to ask any Vendor to remove any product or display deemed not acceptable by the Event Coordinator at the sole discretion of the Event Coordinator. The Event Coordinator reserves the right to remove from our mailing list Vendors who display unprofessional behavior.
- Vendors must be present and operational for the duration of the festival. Early breakdown will not be permitted. There is no rain date – come prepared rain or shine. Booth must always be open and manned during festival hours. Vendors are responsible for booth set-up, breakdown, and security of your property.
- Booth must be set-up and ready for business by 10:30 am on the day of the event. All vehicles, trailers and debris are to be off the street and cleared from the festival area by 10 am. After unloading and setup, vendor vehicles and trailers must be moved to designated vendor parking area(s). Vehicles and trailers are not permitted to enter the festival grounds and area during festival hours of operation, unless otherwise approved by the Event Coordinator.
- Vendors are responsible for Georgia State Sales Tax collection and reporting (7%) and any other sales fees or other charges that may be applicable to any activity relating to this festival.
- Grease/oil must be securely contained and removed from premise at end of the event. Food Vendors are required to use the provided dumpsters for booth trash. Vendors are responsible for cleaning up booth space. Vendors cannot leave debris, boxes, etc. at booth space. Food vendors are responsible for complying with all State of Georgia health and safety regulations.

- Food Vendors must provide an exact and complete listing of the food items and beverages you wish to serve on Food Vendor Application. Approved menu items and pricing must be clearly posted throughout the duration of the festival. The sale of food items is restricted to pre-approved Food Vendors only. Food vendors may sell no alcoholic beverages.
- Food Vendors must read the attached Safety Requirements/Guidelines received from the Bartow County Fire and Rescue. Also, be aware if you do not fall within those guidelines you may be asked to leave the festival or address any issues before being able to serve.
- The booth fee is non-refundable.
- The Event Coordinator reserves the right to remove any Vendor from the event who does not adhere to all Rules & Regulations set forth by the Event Coordinator. Non-compliance with the rules and regulations set forth may affect obtaining booth space in future City of Adairsville events.
- The City of Adairsville and all persons, property owners, suppliers, volunteers and entities associated with the BBQ & Blues Festival are not liable for any damages, injury or loss to any person or goods from any cause whatsoever. All Vendors, their heirs, administrators and executors do hereby waive and release all of the above named from any and all claims for damages of whatever arising out of the Vendors' participation in the BBQ & Blues Festival. Vendors should obtain at their own expense, insurance against loss, damage or injury that they may require.

**Please note: There are LIMITED spaces for this event. If you are declined admission as a vendor (in any category), you will be notified as soon as possible with a full refund and letter/email.**

**Food Vendors please be aware of the attached Safety Requirements/Guidelines that you must abide by from the Bartow County Fire & Rescue.**

**RELEASE:**

The undersigned hereby releases and forever discharges, and holds harmless the City of Adairsville and any of their agents of and from any and all manner of actions, suits, damages or claims whatsoever arising from any loss or damage to the property of City of Adairsville BBQ & Blues Festival and hereby consents to the enforcement of the rules and regulations as set down in the accompanying documentation.

The above information is correct to the best of my knowledge. I have read the rules and guidelines and I hereby agree to abide by such rules and regulations.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **Division of Fire Prevention**

### **Bartow County Fire and Rescue**



#### **Safety Requirements for Food Vendors at Outdoor Festivals and Carnivals**

The following guideline applies to food vendors whether operating a temporary booth, permanent booth, truck, or trailer which has cooking equipment being used on the premises.

- ☐ All food vendors must be set up and ready for inspection by the Fire Marshal at or before 3:00 PM the day prior to the beginning of the event unless approved previously by the Fire Marshal and/or notified differently by event organizers.
- ☐ In permanent booths and food trucks/trailers all cooking which produces grease laden vapors (I.E., deep frying, grill frying, etc.) shall be protected by an automatic suppression system and have a properly installed grease hood.
- ☐ All fire suppression systems shall have a current inspection tag from a State of Georgia approved extinguisher company. All suppression systems are required to be inspected and tagged bi-annually.
- ☐ All food vendors, required to have an automatic fire suppression system, shall have a Class-K portable fire extinguisher with a current tag. Portable fire extinguishers are required to be inspected and tagged annually.
- ☐ In temporary booths using LP-gas fueled cooking equipment:
  - LP-gas containers shall be located outside the booth
  - Safety release valves shall be pointed away from the booth
  - LP-gas container shall have a minimum separation between the container and booth of not less than 10 feet
  - LP-gas containers, piping, valves and fittings shall be adequately protected to prevent tampering or damage by vehicles or other hazards or from becoming a trip hazard
  - Portable LP-gas containers shall be securely fastened in an upright position to prevent tipping or falling
- ☐ In temporary booths where cooking produces grease laden vapors, a properly tagged Class-K extinguisher shall be within the booth and readily accessible to those operating the booth.
- ☐ All cooking appliances in temporary cooking booths shall be placed in a stable position to prevent accidental falling or tipping.
  - Consideration should be made as to grease run-off so that hot grease will not be dripping within the booth.
- ☐ A properly tagged 2A-ABC portable dry chemical fire extinguisher shall be within 50 feet of all temporary cooking booths regardless of type of cooking.



CITY OF ADAIRSVILLE

# BBQ & BLUES FESTIVAL

## Food Vendor Application

- Applications must be postmarked by May 3, 2019
- Food vendor sites are \$125 for one 10x10 space
- Vendor must supply tent, table, and chairs

**Saturday, May 18**

Festival Hours:

11 a.m. - 9 p.m.

Set-Up Hours:

8 a.m. - 10 a.m.

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Address: \_\_\_\_\_

On-Site Contact Phone: \_\_\_\_\_

**Make Checks Payable to:**

City of Adairsville

BBQ & Blues Vendor Registration

**Mail Payment to:**

116 Public Square

Adairsville, GA 30103

Attn: Events Planning -

BBQ&Blues

**\*In order to avoid redundancy, entry preferences will be based on order of registration.**

**Event Contact:**

Bethany Brady

770-773-3451 ext 109

470-601-1069

bbrady@adairsvillega.net

Description of food items you wish to serve:

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**Please send completed form and payment ASAP to secure your spot!**

Waiver of Liability: In consideration of vendor's application acceptance, I the undersigned, intending to be legally bound, hereby, for myself, my heirs, executors and administrators waive and release any and all rights and claims for damages I may have against the City of Adairsville, representatives thereof, successors and assigns for any and all injuries suffered by myself, my associates or my guests at the event. Further, I grant full permission to the City of Adairsville, event organizers and/or agents authorized by them to use any photography, videography, motion pictures, recording or any other record for any legitimate purpose. I acknowledge that I have received a copy of the vendor guidelines and agree to abide by such guidelines. I have received the Safety Requirements/Guidelines from the Bartow County Fire and Rescue and understand that I must abide by the guidelines listed.

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Check rcvd by: \_\_\_\_\_ Date rcvd: \_\_\_\_\_ Check #: \_\_\_\_\_ Date app rcvd by coordinator: \_\_\_\_\_

CITY OF ADAIRSVILLE

# BBQ & BLUES FESTIVAL

## Retail Vendor Application

- Applications must be postmarked by May 3, 2019
- Retail vendor sites are \$75 for one 10x10 space (add \$25 for electricity)
- Vendor must supply tent, table, and chairs

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Address: \_\_\_\_\_

On-Site Contact Phone: \_\_\_\_\_

Description of Arts & Crafts/Merchandise: (please attach photos):

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### Saturday, May 18

Festival Hours:

11 a.m. - 9 p.m.

Set-Up Hours:

8 a.m. - 10 a.m.

### Make Checks Payable to:

City of Adairsville

BBQ & Blues Vendor Registration

### Mail Payment to:

116 Public Square

Adairsville, GA 30103

Attn: Events Planning -

BBQ&Blues

### Event Contact:

Bethany Brady

770-773-3451 ext 109

470-601-1069

bbrady@adairvillega.net

**Please send completed form and payment ASAP to secure your spot!**

Waiver of Liability: In consideration of vendor's application acceptance, I the undersigned, intending to be legally bound, hereby, for myself, my heirs, executors and administrators waive and release any and all rights and claims for damages I may have against the City of Adairsville, representatives thereof, successors and assigns for any and all injuries suffered by myself, my associates or my guests at the event. Further, I grant full permission to the City of Adairsville, event organizers and/or agents authorized by them to use any photography, videography, motion pictures, recording or any other record for any legitimate purpose. I acknowledge that I have received a copy of the vendor guidelines and agree to abide by such guidelines.

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Check rcvd by: \_\_\_\_\_ Date rcvd: \_\_\_\_\_ Check #: \_\_\_\_\_ Date app rcvd by coordinator: \_\_\_\_\_

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- Applications must be postmarked by May 5, 2019
- Non-Profit booth sites are free for one 10x10 space
- Participant must supply tent, table, and chairs

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Address: \_\_\_\_\_

On-Site Contact Phone: \_\_\_\_\_

**SATURDAY MAY 18**

*Festival Hours:*

11 a.m. - 9 p.m.

*Set-Up Hours:*

8 a.m. - 10 a.m.

**Return Application to:**

City of Adairsville

BBQ & Blues Non-Profit Registration

116 Pubic Square

Adairsville, GA 30103

**Event Coordinator:**

Bethany Brady

992/995/5673"gz v032;

470-601-1069

bbrady@adairsvillega.net

Please include a copy of your 501(c)(3) certificate with the application.

Description of the organization and how you intend to use your festival booth:

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Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date received: \_\_\_\_\_ Date application received by coordinator: \_\_\_\_\_