

52nd

# Great Locomotive Chase Festival



**\$3 TICKET FOR THE WHOLE WEEKEND**  
RIDE TICKETS/BANDS SOLD SEPARATELY

**VENDORS  
FOOD COURT  
PAGEANT**

**PARADE  
RIDES  
RAFFLES**



**October 2 - October 4**  
FRIDAY → SATURDAY → SUNDAY



**Live Music throughout  
the entire weekend!**

**Supporting & General Sponsors**

**2020  
Premier Sponsors**

# **2020 Great Locomotive Chase Festival Vendor Application Packet**

## **Event Information:**

**Friday, October 2, 2020**

**10:00 a.m. - 11:00 p.m.**

**Saturday, October 3, 2020**

**9:00 a.m. - 11:00 p.m.**

**Sunday, October 4, 2020**

**12:00 p.m. - 5:00 p.m.**

**Location: Historic Downtown Public Square & Logtown**

**Application Deadline: August 7, 2020 by 5:00 p.m.**

**\*Late Applications will be filed, however not guaranteed a spot \***

**Please Note: Keep pages 1 - 7 for your records. Return pages 8-12  
to Bethany Brady at [bbrady@adairsvillega.net](mailto:bbrady@adairsvillega.net) or mail to:  
116 Public Square Adairsville, GA 30103**



## **Rules & Regulations:**

1. Set-Up will begin at 6:00 a.m. on Thursday morning for Food Vendors (in Log town). Set-Up for Public Square Vendors will begin at 3:00 p.m. on Thursday. No exceptions. Early set up is prohibited due to downtown businesses.
2. Booth must be ready at 10:00 a.m. on Friday and **will not be dismantled until end of festival Sunday 5:00 p.m.** Booth must be staffed at all times.
3. Each category is limited. The Great Locomotive Chase Festival reserves the right to limit the number of applicants in each category in order to offer a wide variety of vendors Three (3) images of art/craft/food to be exhibited must be submitted with application. Prior vendors need not send photo unless a new medium is entered.
4. FOOD VENDORS: There are multiple food vendors at this event.
5. Vendors may only show and sell work/food items listed on application & in which they have been accepted. Any items of work/food not listed on the application & not accepted must be removed from the show. Feel free to attach a detailed form.
6. Info/advertising booths are limited. Products cannot be sold, but only free info shared.
7. Booths must be neat in appearance and not distract from neighboring displays. Each space must be left clean at the end of the day. The Great Locomotive Chase Festival is not responsible for damage to personal property or stolen property during the event or overnight. Overnight security is provided on Thursday, Friday, and Saturday nights.
8. Each vendor space will be provided with electrical outlet – some areas may be limited.
9. All vendors will be required to supply their own tents, tables, chairs, electrical cords, etc.
10. Vendors are not allowed to stake tents into the asphalt or concrete on the show grounds. Bring weights to secure your tent. The majority of art/craft booths are located on asphalt.
11. All spaces will be marked and numbered. There is only ½ foot outside of the marked space for tie- downs, weights, etc. Any other additions space requirements will be at additional cost.
12. Vendors are required to handle their own Sales Tax – a form will be provided.
13. Vendors will be notified of booth location when arriving on Thursday to set-up.

## **Rules & Regulations (continued):**

14. Vendors are responsible for clean-up of their areas at the conclusion of the Festival. A \$100 clean-up fee will be assessed/invoiced to vendors who do not leave space clean of all trash.

15. All vehicles must be in Vendor Parking area no later than 9:00 a.m., Friday, October 2, 2020. No vehicles are allowed to stay in the Festival area during Festival hours. Vendor Parking will be in a reserved area and all accepted vendors will receive **ONE PARKING PASS** upon arrival in the Vendor Package. These must be visible at all times. The police will be routinely monitoring for safety and compliance. Non-Vendors parked may be towed at their own expense.

- The city will be providing a shuttle service to and from the event from the vendor parking area when you need additional supplies.

16. **FOOD VENDORS:** Will be responsible for taking their own garbage to the dumpsters provided for them by the Great Locomotive Chase Festival. No exceptions. See Rules & Regulations #15.

17. Vendors using cooking oil or grease will be responsible for bringing roofing rolls/ground covering for the floor of each tent/booth and containers for disposal of grease, and/or cooking oil. Pouring cooking oil and/or grease onto the ground is prohibited. See Rules & Regulations #15.

18. Checks returned unpaid by the bank will result in **IMMEDIATE DISQUALIFICATION**, and a fee of \$30 will be charged.

19. Any vendor planning to conduct a raffle at the festival must advise in advance of the raffle and the drawing will take place as part of the festival activities. The date and time for the drawing will be identified prior to the festival in order for that information to be posted with the item to be raffled. Drawings must take place before the end of the festival on Sunday afternoon. This must be approved by the Event Coordinator.

20. Vendors must keep areas set up throughout the entire festival – if you decide to not attend/sale for one day you can close up your area. However, we will not allow breakdown until after 5:00 p.m. on Sunday, October 4.

21. **Please be aware – if any vendor is not set up by 8:30 AM on Friday morning – you will not be permitted to set up at any point.**

**Please note:** Payment will not be required until acceptance has been made. Deadline for applications is on August 7. Decisions will be made the following week with vendors being notified by August 14. At that time, chosen vendors will be given 2 weeks to remit payment to secure spot.



## Booth Set-Up

- Food Court – Thursday, October 1, 2020: 6:00 a.m. – 5:00 p.m.
- Public Square/Retail – Thursday, October 1, 2020 3:00 p.m. – 8:00 p.m.

**A SET UP TIME WILL BE PROVIDED TO EACH VENDOR AT  
LEAST 14 DAYS IN ADVANCE OF THE FESTIVAL.**

**PLEASE ABIDE BY YOUR SET UP TIME.**

**ARRIVING EARLY CAN RESULT IN A WAITING PERIOD.**

## Booth Restock:

- Friday, October 2, 2020: 6:00 a.m. – 9:00 a.m.
- Saturday, October 3, 2020: 6:00 a.m. – 8:00 a.m.
- Sunday, October 4, 2020: 6:00 a.m. – 11:00 a.m.

**Please Note:** Vehicles must be out of the festival area by the end of the scheduled restock time – no exceptions. Due to the size of vehicles, some may not be permitted to drive to booth location for safety.

**Reminder:** The Fire Marshal will be joining us on Thursday around 3:00 p.m. to start inspections and will finish up for those not ready on Friday morning prior to the open of the festival. This is a requirement – signed certificate must be displayed throughout the entire festival.

## ***Categories:***

- **Arts & Crafts** – Booths start at \$100.00 (*See application for booth space sizes and prices*).

- Painting & Drawing    ○ Glass    ○ Knives/Blacksmith
- Jewelry    ○ Photography    ○ Candles/Scents
- Pottery    ○ Furniture    ○ Misc./Other

Acceptance is not guaranteed to anyone. If not accepted, you will be notified within a week of the application deadline. Three images of art/craft to be exhibited must be submitted with application. Prior vendors need not send photos unless a new medium is entered.

- **Food** Booths start at \$200 (*See application for booth space sizes and prices*).

All food must be listed on the application. Three images of food to be exhibited must be submitted with application. Prior vendors need not send photo unless a new medium is entered. Variety and uniqueness along with photos are most important. Acceptance is not guaranteed to anyone. If you are not accepted, you will be notified within a week of the application deadline. Be aware of the attached Safety Requirements from the Bartow County Fire and Rescue. They will be in attendance on Thursday/Friday in order for you to receive approval prior to being able to serve at the event.

- **Non-Profit** Booths are \$50

Groups may display literature/projects that the group undertakes and supports. Non-Profit groups wishing to sell items must NOT sell items that will compete with any hand-made item sold by artist or crafter. ***Official non-profit documentation is required.*** Acceptance is not guaranteed to anyone. If you are not accepted, you will be notified within a week of the application deadline.

- **Direct Sales** (Network Marketing Products) – Booths start at \$150

These booths will be limited to one per brand (i.e. Avon, Pampered Chef, ItWorks, Thirty-One, Paparazzi, etc.) and will be available on a first come, first served basis. Acceptance is not guaranteed to anyone. If you are not accepted, you will be notified within a week of application deadline.





## **Division of Fire Prevention Bartow County Fire and Rescue**



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

The following guideline applies to all food vendors where cooking equipment is used in fixed, mobile, or temporary concessions, such as trucks, buses, trailers, pavilions, tents or any form of roofed enclosure.

- ☐ 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.
- ☐ Georgia law requires all cooking equipment used in fixed, mobile, or temporary concessions, such as trucks, buses, trailers, pavilions, tents or any form of roofed enclosure to be protected as required by NFPA 96, Chapter 16 as adopted by the State of Georgia. All cooking equipment which produces grease laden vapors (I.E., deep frying, grill frying, almost any kind of meat cooking, 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.
- ☐ A copy of the drawing(s) of the exhaust system installation along with copies of operating schematics shall be kept in the mobile unit or temporary cooking operation unit.
- ☐ Where cooking produces grease laden vapors a Class-K portable fire extinguisher, readily accessible to those operating the booth, shall be provided. Portable fire extinguishers are required to be inspected and tagged annually. If a suppression system is required, a placard shall be conspicuously placed near each Class K extinguisher that states that the fire protection system shall be activated prior to using the fire extinguisher.
- ☐ Where a hood and automatic extinguishing system is required, at least one listed audible and visual notification appliance shall be installed on the exterior surface of the vehicle readily audible and visible to the public.
- ☐ 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
- All hoses and piping shall be commercial grade
- Portable LP-gas containers shall be securely fastened in an upright position to prevent tipping or falling
- Vehicles equipped with an LP appliance(s) shall meet all requirements for the use of LP appliances and equipment as set down by the State Fire Marshal's Office.
- Vehicles equipped with an LP appliance(s) and an electrical system shall be equipped with a propane detector listed and marked on the device as being suitable for use in the vehicle.
  - Portable LP-gas containers shall not be stored or transported inside of the vehicle.
- All cooking appliances 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.
- Solid fuel cooking operations shall have spark arresters installed so as to prevent sparks and embers from entering into plenums and ducts.
- If solid fuel cooking, a heavy metal container or cart (minimum 16 gauge) with a cover shall be provided for the removal of ash.
- If the heat source is nonelectric and open flames are used, at least one listed carbon monoxide detector shall be installed.
- 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.
- All food trucks, trailers, tents and so forth shall be separated from the entrances and other exits of other vehicles, structures or other cooking operations by a clear space distance of ten (10) feet.
- All tent material covering cooking operations shall be flame retardant.
- Generators which are not vehicle mounted shall be 12 feet from mobile or temporary cooking operations with the exhaust pointed away from any building or cooking operation.
- Generators shall be isolated from physical contact by physical guards, fencing, or an enclosure.
- Vehicle mounted generators shall be installed in accordance with the manufacturer's instructions.
- Parked mobile vehicles and trailers shall be stabilized so that they will not move, either by jacking the vehicle or placing wheel chocks around the wheels.
- Cooking appliances not protected by a hood and automatic extinguishing system shall be a minimum of 10 feet from any roofed structure or vehicle.



# 2020 Great Locomotive Chase Festival Vendor Application

Vendor Name: \_\_\_\_\_

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

Full Address: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Allow Text: YES or NO

Alternate Phone: \_\_\_\_\_ Allow Text: YES or NO

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

Preferred way of contact: \_\_\_\_\_

If you participated in the 2019 Great Locomotive Chase Festival, would you like the same spot for the 2020 Great Locomotive Chase Festival? Yes \_\_\_\_\_ or No \_\_\_\_\_

Applications should be mailed to or emailed:

116 Public Square  
c/o Bethany Brady  
Adairsville, GA 30103  
[bbrady@adairsvillega.net](mailto:bbrady@adairsvillega.net)

**Please Note:** We only allow **TWO SPACES** per vendor – as this helps us keep a better variety for those in attendance. Please return pages 7 – 10 to Bethany Brady by August 7, 2020 by 5:00 PM to be considered for the 2020 Great Locomotive Chase Festival.

## \_\_\_\_\_ **Arts & Crafts Vendor**

Describe the work to be exhibited and sold including the range of prices (be specific with a detailed description, include ALL ITEMS that you wish to be juried along with prices). Application must include three photos:

---

---

---

---

\_\_\_\_\_ 10'L x 10'W Space Only \_\_\_\_\_ x \$100 = \_\_\_\_\_

\_\_\_\_\_ 12'L x 12'W Space Only \_\_\_\_\_ x \$125 = \_\_\_\_\_

\_\_\_\_\_ 15'L x 15'W Space Only \_\_\_\_\_ x \$150 = \_\_\_\_\_

Indicate whether you have a trailer or tent with exact measurements:

---

## \_\_\_\_\_ **Non-Profit (documentation is required)**

Will you be selling items? YES or NO

Please describe your activity:

---

---

---

\_\_\_\_\_ 10'L x 10'W Space Only \_\_\_\_\_ x \$50 = \_\_\_\_\_

***Please note:*** We require that those who set up stay the full duration of the festival.



## \_\_\_\_\_ **Direct Sales**

Describe the type of products you will be exhibiting.

---

---

---

\_\_\_\_\_ 10'L x 10'W Space Only \_\_\_\_\_ x \$150 = \_\_\_\_\_

**Please note:** We require that those who set up stay the full duration of the festival.

## \_\_\_\_\_ **Food Vendor**

Describe the food to be sold including range of prices (be specific and list everything):

---

---

---

---

---

\_\_\_\_\_ 10'L x 10'W Space Only \_\_\_\_\_ x \$250 = \_\_\_\_\_

\_\_\_\_\_ 12'L x 12'W Space Only \_\_\_\_\_ x \$275 = \_\_\_\_\_

\_\_\_\_\_ 15'L x 15'W Space Only \_\_\_\_\_ x \$300 = \_\_\_\_\_

Indicate whether you have a trailer, tent, or both with exact measurements. This includes tongue/window flaps and doors (when open).

---

---

If serving from your trailer, which side will you be serving from: PASSENGER or DRIVER

In addition to information/photos of what will be served – you will need to submit a photo of your complete set-up. This will help determine areas in which will be easier for set up. If upon arrival your set-up is bigger than what is submitted, you will be asked to leave the festival without a refund.

# Acknowledgement Form:

Please read and initial each item. The application will not be accepted as complete if the sheet is not completed.

\_\_\_\_\_ I understand that I will not be able to set up if payment is not received within two weeks prior to the event.

\_\_\_\_\_ I understand that nonpayment is forfeiting my space. The Great Locomotive Chase Festival Committee will assign my space to another vendor.

\_\_\_\_\_ I understand that if I cannot make the setup time assigned, I will contact the events coordinator to make other arrangements, and if I am not set up by 8:30 a.m. on Friday, my space will be forfeited and no refund will be issued.

## ***Food Vendors:***

\_\_\_\_\_ I understand that I have received and understand the check list provided to me by the City of Adairsville, provided by the Division of Fire Prevention from the Bartow County Fire and Rescue.

# Release Form

I acknowledge and agree to hold harmless City of Adairsville from responsibility for injuries to any vendor, or for damaged or stolen work, or damage to displays by natural or willful causes. I agree to abide by the rules and regulations as set forth in the Festival requirements. I understand that The Great Locomotive Festival and its authorities have the right to refuse conduct set by the City of Adairsville. I understand that if I do not follow the guidelines of the attached Safety Requirements from the Bartow County Fire and Rescue that I will be asked to leave the festival if there are problems that are not fixable. I acknowledge and understand the time requirements of this festival and that photographs will be taken for future promotional purposes.

---

*Signature*

---

*Printed Name*

---

*Date*