



City of Adairsville

116 Public Square • Adairsville, Georgia • 30103

Phone (770) 773-3451 • Fax (770) 773-2582 • www.adairsvillega.net

Office of Marketing & Events

2021 Great Locomotive Chase Festival - Vendor Application

Location: Historic Downtown Public Square & Logtown

Event Information:

- Friday, October 1 – 10:00 AM – 11:00 PM
- Saturday, October 2 – 9:00 AM – 11:00 PM
- Sunday, October 3 – 12:00 PM – 5:00 PM

Application Details:

- Deadline - August 13th, by 5:00 PM
 - You will be notified within **48 hours** that your application has been received.
 - Payments will not be processed until after August 20th, if paid prior. Payment is **NOT REQUIRED**, until you have been notified of acceptance.
- Late applications will be filed, however not guaranteed a spot
- You will be **notified of acceptance or denial by August 20th at 5:00 PM**
- Accepted Vendors – Payment will be due by September 1st
- Denied Vendors – If you paid prior to acceptance, your check will be shredded.

Booth Set-Up Schedule:

- Food Court (Logtown) – Thursday, September 30 – 6:00 AM – 5:00 PM
 - The fire marshal will be joining us at 3:00 PM to start inspections. This is a requirement.
- Retail (Public Square) – Thursday, September 30 – 3:00 PM – 8:00 PM
- Set-up Times:
 - Times will be scheduled at least 14 days in advance of the festival.
 - Please abide by your set up time.
 - Arriving early can result in a waiting period.
- Restocking Booths
 - Friday, October 1 – 6:00 AM – 9:00 AM
 - Saturday, October 2 – 6:00 AM – 8:00 AM
 - Sunday, October 3 – 6:00 AM – 11:00 AM
 - 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.

IMPORTANT NOTE: Keep pages 1 - 7 for your records. Return pages 8 - 12. To return applications and for questions you can reach out to Bethany Brady at the below contact information:

Email: bbrady@adairsvillega.net

Phone: 770-773-3451 x 101 or 109

Mail: 116 Public Square

Adairsville, GA 30103

Vendor Categories:

- Arts & Crafts – Booths start at \$75 (See application for size options and pricing)
 - Painting & Drawing
 - Pottery
 - Knives/Blacksmith
 - Glass
 - Photography
 - Candles/Scents
 - Jewelry
 - Furniture
 - Other

Three images of art/craft to be exhibited must be submitted with application.

- Food – Booths start at \$150 (See application for size options and pricing)
 - All food must be listed on the application.
 - Three images of food to be exhibited, must be submitted with application.
 - Please beware of the attached safety requirements from the Bartow County Fire & Rescue. The Fire Marshal will be in attendance on Thursday for inspection.
- Non-Profits – Booths are \$25 (Limited Spaces)
 - 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.
Please provide your official non-profit documentation with your application.
- Direct Sales – Booths are \$100 (Limited Spaces)
 - Direct Sale Booths will be limited to one per brand and will be available first come, first served.

Festival Rules & Regulations:

- Set-up times are listed on the front page, these are set times.
- Booths must be ready by 10:00 AM on Friday, October 1 and must not be dismantled until end of the festival at 5:00 PM on Sunday, October 3.
- Booths must be staffed at all times.
- 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 variety of vendors.
- Vendors may only show and sell work/food items listed on their submitted application. Please attached a detailed document.
- Information / Advertising booths are LIMITED. Products cannot be sold.
- Booths must be neat in appearance.
- Booths must be left clean at the end of the day.
- The City of Adairsville is not responsible for damage to property or stolen property during the event or overnight.
 - Overnight security is provided beginning Thursday – Saturday night.
- Vendor spaces will be provided with an electrical outlet – some areas are limited.
- Vendors are required to supply their own tents, tables, chairs, electrical cords, etc.
- Vendors are not allowed to stake tents into asphalt or concrete. Bring ample weights to secure the tent.
 - Please note trains to continue to pass through during the festival dates. Tents stationed closest, will need to prepare.
- Spaces will be marked and numbered. There is only ½ foot outside the marked space for tie-downs, weights, etc.
- Vendors are required to handle their own Sales Tax – a form will be provided.
- Vendors will be notified of booth location when arriving on Thursday to set-up
 - You will be met with city staff to receive location assignment.
- Vendors are responsible for clean-up of their areas at the conclusion of the event. A \$100 clean-up fee will be charged to vendors who do not adhere to this.

- Vendor Vehicles & Passes
 - Vehicles must be in the vendor parking area no later than 9:00 AM on Friday, October 1st.
 - No Vehicles are allowed to stay in the festival area.
 - Each Vendor will receive ONE vendor parking pass and TWO vendor passes for entry into the festival.
 - The City will provide a shuttle service to and from the event from vendor parking area for additional supplies, if needed.
- Vendors are responsible for their own garbage to the dumpsters provided by The City of Adairsville.
- 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/grease onto the ground is PROHBITED.
- Checks returned unpaid by the bank will result in an IMMEDIATE DISQUALIFICATION and a fee of \$30 will be charged.
- Vendors planning to conduct a raffle must advise in advance of the raffle and the drawing must take place as part of festival activities.
 - Date and time for the drawing must be identified prior to the festival in order for that information to be posted with items being raffled on Festival documents.
 - Raffles must be approved by the City of Adairsville.
- Any vendor not on location and set up by 8:30 AM on Friday, October 1 – will **NOT BE PERMITTED** to set up at any point.
- Vendors are only allowed **TWO SPACES** per vendor.

Please see attached the Safety and Regulation Guidelines provided by The Bartow County Fire



Bartow County Fire and Emergency Services
Fire Marshal's Office
5435 Highway 20, Cartersville, Ga 30121
770-387-5151

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.

Vendor Application

Vendor Name: _____

Contact Person: _____

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 2021 GLCF?

YES _____ NO _____

| | | | | |
|--|---------------------------|---------------------------|-------|------|
| Office Use Only: Received By: _____ | | Form: In Person | Email | Mail |
| Received Date: _____ | Received Time: _____ | Notified Applicant: _____ | | |
| Accepted or Denied | Notified Applicant: _____ | | | |
| Applicant Paid: _____ | Form of Payment: CASH | CHECK _____ | CARD | |

Arts & Crafts Vendor

Describe the work to be exhibited and sold including the range of pricing (be specific). Include ALL ITEMS that you wish to be juried along with prices. Application must include THREE photos.

_____ 10x10 _____ Spaces x \$75 = _____

_____ 12x12 _____ Spaces x \$100 = _____

_____ 15x15 _____ Spaces x \$125 = _____

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

_____ **Non- Profit** – Documentation is required with application

_____ **Direct Sales**

Will you be selling items? YES or NO

Describe your service:

_____ 10x10 - \$25 (Non-Profits)

_____ 10x10 - \$100 (Direct Sales)

Food Vendor

Describe the food to be sold including range of prices – be specific:

_____ 10x10 _____ Spaces x \$150 = _____
_____ 12x12 _____ Spaces x \$200 = _____
_____ 15x15 _____ Spaces x \$250 = _____

Indicate whether you will be serving from a trailer, tent, or both – give exact measurements of set up. This includes tongue/window flaps and doors (when open).

If you are serving from your trailer, which side will you be serving from:

PASSENGER OR DRIVER

If possible, please submit a photo of your complete set up. This will help determine the best area in which will be easier to set up in the food court area. Please note: all food vendors with grills, grease, cooking oil, etc. will be assigned a spot in the Logtown Food Court area. Please be sure to read over the enclosed Regulations provided by the County Fire Department.

Acknowledgement Form:

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

_____ 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 payment for ACCEPTED vendors will not be processed until August 20th.

_____ I understand that nonpayment is forfeiting my space. The City of Adairsville representative will assign my space to another vendor.

_____ I understand that, if accepted, I will not be allowed to set up until Thursday, September 30th. No exceptions.

_____ I understand that if I cannot make the setup time assigned, I will contact the Events coordinator to make other arrangements.

_____ I understand that if I am not set up by 8:30 AM on Friday, October 1 that my space will be forfeited, and no refund will be issued.

_____ I understand that The City of Adairsville Staff will continue to monitor the State, Federal and CDC Guidelines relating to the COVID-19 pandemic. In the event another Executive Order is in place that requires the cancellation of the 2021 Great Locomotive Chase Festival, all vendors will receive a full refund.

Food Vendors:

_____ I understand that I have received the check list provided by the City of Adairsville, which provided by the Division of Fire Prevention from the Bartow County Fire and Rescue.

_____ I understand that I must undergo an inspection by the Bartow County Fire and Rescue Department, prior to serving at the Great Locomotive Chase Festival. That any issues that are not “fixable” in the timeframe of the Festival beginning, said Vendor will be asked to leave.

Release Form:

I acknowledge and agree to hold harmless the 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 provided by the City of Adairsville, that I will be asked to leave the festival.

I acknowledge that photographs will be taken for future promotional purposes and planning.

Signature

Printed Name

Date

Please note that payment is not required for submission of your application.

Please remit all pieces required for the application to be complete to Bethany Brady. Options for submission are listed below:

Email: bbrady@adairvillega.net

Phone: 770-773-3451 x 101 or 109

Mail: 116 Public Square

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