

The 9th Annual Sunflower Farm Festival



Procedures, Rules & Limitations for Food Vendors

1. To maintain the quality of the Sunflower Farm Festival at the highest level, food vendors will be chosen based on the quality of their food products, the presentation/attractiveness of their booth space, and their preparedness to serve guests in a prompt and polite manner. The Sunflower Farm Festival is a southern heritage themed festival so preference will be given to vendors who provide traditional regional foods and those with booths/wagons that fit into a farm theme as determined by the Festival Committee.
2. Vendors may sell only the items that were listed on the original application. If unapproved items, not listed on the application, are being sold the Festival Committee has the right to close down the operation. The Festival Committee will prohibit the installation and operation of any food service operation not meeting its approval.
3. Food vendors fee includes fees for inspection by the Morgan County, Georgia Health Department.
4. Vendors must have on hand sufficient stock for the entire two days of the festival. They must be on time and stay for the duration of the festival. Booths may not open for business before 8:00AM or close before 5:00PM at any time.
5. All items for sale and displays must be in good taste with no reference to race, ethnic, gender, sexual, or religious prejudice.
6. All materials must be in compliance with all applicable laws, rules and regulations of the United States and the State of Georgia.
7. Application changes will not be accepted after the application deadline has passed (May 1st, 2010).
8. A signed application constitutes a contract to follow all rules and regulations and is a commitment to participate personally if accepted.
9. All food vendors must sign a liability waiver form (See Food Vendor Application Form).
10. One 120v electrical outlet is provided. There will be a charge for additional electrical needs. Vendors must provide their own power cords.
11. No gas powered generators are allowed in the festival grounds.
12. Submit a minimum of one (1) photo of booth presentation/wagon. Include exhibitor name on back of photo.
PHOTOS WILL NOT BE RETURNED
13. **MAIL** completed and signed application to: Morgan County Rotary Club, Attn: Dick Hodgetts, 1352 Plantation Road, Madison, GA 30650.
14. Applications must be postmarked on or before Saturday, May 1st, 2010. **Applications postmarked after May 1st, 2010 will not be accepted.**
15. After acceptance, a check or money order made out to Sunflower Farm, Inc. should be mailed as requested in the acceptance letter to the address in Item 13.
16. **A binder from your insurance company is required upon acceptance.**
17. Vendors **MUST** check in during official check-in or lose vendor space without refund. Vehicles are **NOT** allowed in the festival area during festival hours!
Vendor Check-In and Set-Up Schedule
Early check-in* and set-up: 2:00PM to 8:00PM, July 1st, 2010.
Regular check-in and set-up: 9:00AM to 8:00PM, July 2nd, 2010.
**Early check-in requires a \$20.00 fee. A limited number of openings are available. Information on participation in early check-in will be included with acceptance letter; do not send any money for this service with your application!*
18. Vendor booth space is assigned at the discretion of the Festival Committee. The Committee will make every effort to assign spaces to benefit the vendor while maintaining the continuity of the food and refreshment areas.
19. Vendors must provide their own tables, skirting, chairs, etc. All displays must be designed, constructed, and operated in good taste, and reflect the theme of the festival (heritage farm festival). Portable display tables, card tables, etc., must be covered/skirted in tasteful fabric. All displays, sales, and promotional activities must be confined to vendor's assigned space. Signs, tents, canopies, or any other part of the display may not extend over or into walkways. Identification signs in good taste are permitted. The Rotary Club of Morgan County and the Sunflower Farm Festival Committee reserve the right to approve or disapprove a display.
20. The Rotary Club of Morgan County and the Sunflower Farm Festival provide nominal after hours security for the festival area with the understanding that the Rotary Club of Morgan County or the Festival Committee will not be responsible in any way for loss or damage to vendor's property. Vendors are responsible for their own personal and property liability.
21. Vendor's vehicles are **NOT** allowed in the festival area during festival hours. Vendors may use the shuttle service anytime during the festival for restocking.

**Sunflower Farm Festival
Food Vendor Application Form
July 3rd and July 4th, 2010**



APPLICATION DEADLINE IS May 1st, 2010

Vendor Name: _____ Name of Business: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: Day: _____ Evening: _____
 E-mail: _____ Web Address: _____

Description of food and beverage items you wish to sell. **Please attach copy of menu:**

10' x 10' Booth Spaces start at \$200 + 20% of Gross Revenues. Each food vendor is priced individually after Festival Committee application review. ****Do Not Send Check with Application****

Number and size of Vehicles: _____ Number of Workers: _____
 Size of Tent/Wagon including tongue: _____ Size of Space Required: _____
 Electrical Requirements: _____
 Festivals/Events in which you have participated: _____

APPLICATION MUST INCLUDE 1 PHOTO FEATURING BOOTH PRESENTATION; PLEASE INCLUDE NAME ON BACK OF PHOTO
PROOF OF INSURANCE IS REQUIRED WITH APPLICATION

RELEASE AGREEMENT	RELEASE SIGNATURE REQUIRED
I do hereby release, acquit, and forever discharge the 2010 Sunflower Farm Festival Committee and the Rotary Club of Morgan County, its agents, servants, successors and assigns and all other persons, firms, and corporations, from any and all actions, causes of actions, claims, demands, damages, costs, loss of service, expenses and compensations, which I may acquire or accrue, arising out of any events taking place July 3rd and July 4th, 2010 or otherwise connected with the Sunflower Farm Festival.	Please read the <i>Release Agreement</i> and the full <i>Procedures, Rules, and Limitations</i> section of this application package and sign below: <i>I have read and understand all rules and conditions and agree to abide accordingly.</i> Signature: _____ Date: _____ Business Name: _____

Mail completed form to:
 Rotary Club of Morgan County
 Attn: Richard Hodgetts
 1352 Plantation Road
 Madison, GA 30650

For information:
 (678) 949-1943
 rhodgetts343@yahoo.com