

The 7th Annual Sunflower Farm Festival

Friday, July 4th, 2008 9:00 a.m. – 5:00 p.m.
Saturday, July 5th, 2008 9:00 a.m. – 5:00 p.m.

Dear Food Vendor Applicant:

Thank you for your interest in the 7th Annual Sunflower Farm Festival. We look forward to receiving your application.

The Sunflower Farm Festival is a heritage farm festival framed around 15 acres of sunflowers. For other information and stats about the festival, please refer to our website www.sunflowerfarmfestival.com. In an effort to make our festival be the best it can be, we have made some changes to our rules and procedures.

The Sunflower Farm application package contains three pages: 1. this page, 2. Procedures, Rules, & Limitations, and 3. Food Vendor Application form. Please read over the entire application package before completing the application form.

Food vendors will be accepted based on quality of food items served and their ability to serve all customers in an efficient and courteous manner. Vendors who specialize in traditional southern foods and treats will be considered first. Booth presentation should also be in keeping with the heritage farm themed festival.

Applications must be postmarked on or before April 15, 2008. **Do not send a check with the application.** Vendors will be notified of acceptance and given a price for operating at the festival. Prices for food vending spaces for the festival vary depending on items sold and space needed. Notices will be in writing and will be mailed no later than April 30th, 2008.

If you have any questions after thoroughly reading all of the application materials, we can be reached Monday through Friday from 9:00 a.m. – 5:00 p.m. at (706) 557-2870. Thank you again for your interest in our festival!

Sunflower Farm Festival
Festival Committee

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 guest in a prompt and polite manor. 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. **All food vendors must pay fees and be licensed and inspected by the Morgan County, GA 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 8:00 a.m. or close before 5:00 p.m. 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 (April 15, 2008).
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: Sunflower Farm Festival , 1380 Durden Rd. Rutledge GA, 30663
14. Applications must be postmarked on or before Tuesday, April 15, 2008. **Applications postmarked after April 15, 2008 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: 2:00 p.m. – 8:00 p.m., Wednesday, July 2, 2008
Regular check-in and set-up: 9:00 a.m. – 8:00 p.m., Thursday, July 3, 2008
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!*
Passes in the form of wrist bands will be issued to each vendor and a limited number of workers for entry and re-entry to the festival.
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 a 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 Sunflower Farm Festival Committee reserves the right to approve or disapprove a display.
20. The Sunflower Farm Festival provides nominal after hours security for the festival area with the understanding that the 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.

APPLICATION DEADLINE IS APRIL 15TH, 2008

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'x10' Booth Spaces start at \$145. 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 requested: _____
 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 2008 Sunflower Farm Festival Committee, its agents, servants, successors and assigns and all other persons, firms, and corporations, from any and all actions, causes of action, claims, demands, damages, costs, loss of service, expenses and compensations, which I may acquire or may accrue, arising out of any events taking place July 4th and July 5th, 2008 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:
 Sunflower Farm Festival Committee
 1380 Durden Road
 Rutledge, GA 30663

For information:
 706-557-2870
georgeh@sunflowerfarmfestival.com