



St. Patrick's Day Festival Vendor Application

Food Vendor Deadline: February 1, 2010
Merchandise Vendor Deadline: March 1, 2010

50 Upper Alabama Street, Atlanta, GA 30303

Event: 2010 St. Patrick's Day Festival at Underground Atlanta

Dates: Saturday, March 13th, 2010

Time: 12:00 Noon to 6:00 PM

Location: Peachtree Street and Upper Alabama Street, Downtown Atlanta

Name of Company/Organization: _____

Type of Vending: _____ Merchandise _____ Food _____ Other

Contact Person: _____ Title: _____

Address: _____ City/State: _____ Zip: _____

Telephone () _____ Fax () _____

Email Address _____

Describe previous vending experience at similar festivals or events: _____

Please list two references from other festivals/events you have been a part of in the past:

Event: _____ Location: _____

Contact: _____ Telephone #: _____

Event: _____ Location: _____

Contact: _____ Telephone #: _____

Please include a photo with your application, or a link to a website, so that we can see what *your* vendor set up looks like.

Web Site Address: _____

Please attach a diagram of your proposed set up showing dimensions of your tent or trailer, storage needs, etc. If you require additional storage beyond your vendor space, or any other special needs, please indicate below:

On site electrical power is not available for this event. Generators are required.

Do you require a water hook up for your operation? No Yes

Do you utilize propane for your operation? No Yes If "Yes", please specify the size and number of tanks you will have at your location for safety purposes: Size _____ lb(s) # of Tank _____

How many workers will you use in your operation? _____

Please list your menu or proposed items for sale below. Be specific and use extra sheets if needed. We reserve the right to ask you to adjust your menu/items to reduce duplication at the event

<u>Item</u>	<u>Price</u>	<u>Item</u>	<u>Price</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EVENT POLICIES

Set Up

Each vendor space will be pre-assigned and a festival manager will direct each vendor to their designated location upon check in or arrival. Due to limited space, vendors will not be allowed to exceed their allocated spaces.

Check in and tent set up is on Friday, March 12th between 2:00 pm – 4:00 pm. Information on check in site to follow.

Parking and Traffic

Each vendor will be responsible for their own parking. There are a number of parking decks and private lots available in the area. All vehicles used for loading and unloading must be removed from the festival area no later than one hour prior to the start of the event. Vehicles parked in any other areas are subject to towing at the owner's expense.

Insurance

All vendors are required to maintain liability insurance in the amount of at least \$ 1,000,000 and to list CV Underground, LLC, as the insured and City of Atlanta, Georgia, Downtown Development Authority, Underground Management, LLC, O'Leary Partners, Inc., SouthTrust Estate & Trust Co. of Georgia, NA as Trustee, Underground Atlanta Retail Merchants Association as the additional insureds.

Insurance certificates must be submitted following acceptance to the festival/event. No vendor will be allowed to set up at the event prior to delivery of an acceptable Certificate of Insurance to Underground Management.

Event Policies Pertaining to Food Vendors

Health Inspections— All vendors will be required to meet State & County health regulations and Serve Safe requirements regarding food temperatures, cross contamination, booth cleanliness, hand washing, and washing of utensils used in food preparation. The vendor coordinator reserves the right to stop food sales of any vendor he deems not to be operating in a safe manner.

For this event, Fulton County regulations will apply, and the fees for the permit will be paid in addition to the cost of the food vending fee. You will be advised of the additional fee upon acceptance to the event and will need to mail this fee to us once you are accepted to the event. Inspection by Health Department personnel will be scheduled to occur beginning at 11:30 am on Saturday, March 13th, and all food vendors are encouraged to be prepared at least one hour prior to inspection time. No food vendor will be permitted to open until inspection and issuance of health permits have taken place. Please complete the appropriate Health Department **Application For Permit to Operate A Special Food Service** form and submit with your completed application.

Grease and Gray Water Disposal — A designated location WILL NOT be provided for the disposal of grease and gray water. Each vendor will be required to remove all grease and gray water produced by their operation OFF THE EVENT SITE. Under no circumstances will grease or gray water be allowed to be poured upon concrete or pavement, on grass, or into storm drains on the site. Any violation of this policy will result in close-down and ejection from the event, and possible prosecution by City authorities.

Vendor Waste and Trash

All vendors (Food, merchandise, exhibitors and service providers) are responsible for keeping their area neat and clean and free of loose trash, wrappers, napkins, flyers, or other refuse generated by their operation. Trash receptacles will be provided in the vendor area and around the event for patrons to dispose of trash, however, each vendor should plan on having sufficient trash bins and bags for internally generated trash as well as trash from serving counters such as condiment wrappers, etc. Each vendor is responsible for collecting and bagging trash from within their booth, and from the front serving area of their booth, bagging and tie-off of each bag and stacking of full trash bags for later removal to designated trash dumpsters. Trash that is loose or not in bags left by any vendor after break-down may result in additional cleaning fees assessed to the vendor.

Beverage Sales by Vendors

Food vendors are encouraged to sell alternative beverages such as iced tea and lemonade, but MUST list these and ALL items on their vendor application for prior approval. Alcoholic beverages MAY NOT be sold by any vendors. Festival management has the right to prohibit the sale of soft drinks and bottled water. Any vendor violating the beverage sale policy will be asked to close down and will not be allowed to participate in future events.

Water Information

There is limited water available in the vending area so you should have at least two 50 foot hoses to supply any water needed for food vending, washing, clean-up, etc.

Additional Event Information

Be advised that on Saturday, March 13th, a parade will be terminating at or near the event site and may result in street closures. You should allow extra travel time in the event that street closures cause detours around the site.

VENDING FEES & PAYMENT POLICIES

Food Vendors

\$300.00 for Trailers/Tents

\$250.00.00 for Pushcarts/Small Stands

Merchandise Vendors

\$75.00 for 10x10 space.

****Fee schedule does not include the fees for marketing companies, promotional product displays, sampling events, and mid to large size companies. These are single vendor fees only. Please email kcopeland@underatl.com or call (404) 523-2311, ext. 7030 for pricing.**

General Payment Policies

All vending fees must be submitted **in full** with your completed application. Business or personal checks will be accepted and should be made payable to **CV Underground LLC**. Your check will not be deposited unless you are accepted as a vendor for the event, and we will inform you prior to depositing your check of your acceptance to the event along with any stipulations or modifications to your application required to participate in the event. All payments, applications, and correspondence should be addressed to the attention of the Festival Coordinator, Underground Management Office, 50 Upper Alabama Street, Suite 007, Atlanta, Georgia, 30303. You may fax information to us at (404) 523-0507 however, we ask that you follow up by sending originals to the above address.

Upon acceptance, you must submit your insurance certificate and health department fees, in order to be allowed to set up for the event. **CASH WILL NOT BE ACCEPTED** for any outstanding fees due upon arrival at the event site, and if you arrive at an event to set up with cash for any fees due you will be asked to obtain a money order locally.

Application Review & Acceptance Policy

All applications will be considered on a first come, first serve basis. Consideration will be given to returning vendors but all applications will be reviewed for suitability for the particular event with additional consideration given to experience, menu offerings, and presentation (photo) of vendor set up. Applications will be accepted on an ongoing basis. In the event you are not accepted you may

