

SUAF 2011 VENDING APPLICATION

Please complete the application and return by **April 13, 2011** to be considered as a SUAF Vendor. (If you will need a tent return by **March 31, 2011** otherwise no guarantees for tent)



**SAVANNAH
URBAN ARTS
FESTIVAL**

VENDOR INFORMATION

Check one:

Food Vendor _____ Arts/Crafts/Product Vendor: _____

Please describe specifically the arts/crafts/products you plan to sell:

Vendor Company Name: _____

Main Point of Contact: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Cell Phone: _____ Email: _____

Web URL: _____ Tax ID: _____

Average Price Range of items to be sold: _____

All vendors must bring your own clean tent or cover the cost of having one provided for you.

Vendor Fees: Please circle your selected vending category.

Food Vendor

Tent Provided: \$200.00

Bring Tent: \$125.00

ALL VENDOR FEES ARE
NON-REFUNDABLE

Arts/Crafts/Product Vendor

Tent Provided: \$175.00

Bring Tent: \$100.00

Agreement

The submission of this application constitutes an agreement between the individual, company and/or group to operate a vendor booth at the Savannah Urban Arts Festival (SUAF). A signed application indicates that you have read the *Application Guidelines and Vending Requirements* and agree to abide by them as stated. All vendors warrant that they hold liability insurance covering the vending operation and may be asked to present it on request. A temporary food service permit is required of all food vendors. All vendors agree to indemnify and hold harmless AWOL, Inc. d/b/a SUAF and the City of Savannah, festival sponsor and partners, and their employees and volunteers of and from all claims of personal injuries, illnesses, property damage or theft arising in connection with the operation, set up, or food service at the event. **YOU VEND AT YOUR OWN RISK.**

Vendor Signature: X _____ Printed Name: _____

Printed Name: _____ Date: _____

Thank you for completing this Application. This application must be returned along with a Cashiers Check or Money Order. **Mail to AWOL, Inc. Attn: SUAF Vending, P.O. Box 15846, Savannah, GA 31416.** Please email DaVena at djordan@awolinc.org if you would like to pay by Credit Card via Paypal.

Office Use Only:

Application Receive Date: _____

Paypal Payment Receipt: _____

Check/Money Order Amount/No.: _____

Space # Assigned to Vendor: _____

Applications Guidelines & Vending Requirements



General

It is the overall mission of the Savannah Urban Arts Festival to provide festival attendees with the utmost in high quality vendors and performances. Please present a professional appearance when setting up your booth.

All tables must be skirted to the ground with a fabric tablecloth, and storage boxes kept out of sight as much as possible. Please be present or have adequate staffing for your booth throughout the entire festival.

Each vendor space is 10x10. Extending your space is strictly prohibited. If you need more room you must submit a separate application for another space by the prescribed deadline. No monies will be taken onsite for additional spaces. Space will be assigned as monies are received. **If you will need a tent provided you must submit your application no later than March 31, 2011, otherwise we can not guarantee that we can get you a tent.**

Bootleg tapes, CD's, or DVD's or any other type of knock-off product is strictly prohibited. In the event you are found to be selling knock off items, you will be asked to remove the items from your booth or leave the festival grounds immediately. **NO REFUNDS WILL BE GIVEN.**

SUAF is a family friendly event and should be treated as such. All vended merchandise should be in good taste. Adult or inflammatory material is not acceptable. Any violation of this provision will result in the loss of vendor space during the festival. No Refunds will be given. **In the event a vendor is found to be acting in an aggressive or derogatory manner toward SUAF staff or volunteers or festival attendees, you will be escorted from the festival site by Savannah Metropolitan Police Officers.**

This is an outdoor event. Please come prepared from all weather situations. **NO REFUNDS will be given because of inclement or changing weather conditions.**

The Savannah Urban Arts Festival is responsible for security, advertising, promotion, activities and entertainment. The event will be marketed throughout Savannah, Atlanta, Charleston, Jacksonville and Charlotte with a heavy mix of social media marketing via our Facebook Fan Pages, Twitter and Myspace.

Load-In starts at 1:00pm and will end promptly at 3:00pm. You will be allotted only 15-minutes to unload wares, tables and chairs at the festival site, after that you must move your car. You may park and continue setting up at that point. All vendors are encouraged to arrive as early as possible to ensure a good event. All vehicles will be removed from the festival ground promptly at 3:00on and parked in the off street parking near the festival grounds or at City parking facility.

Health Regulations

All food vendor by signing this application attest that they hold liability insurance covering the concession operation and may be asked to present it on request. Your Special Food Service Application for a permit must be presented to the Chatham County Health Department on or before **March 24, 2011.** All regulations related to food preparation, food service and the attire of food servers are dictated by the Chatham County Health Department and must be met. Running water and a small service kitchen with limited refrigeration will be provided onsite. Food may only be sold by food vendors. No food may be sold in merchandise vending areas. The **"Special Food Service Operation Regulations and Applications"** is attached. **Chatham County Health Department Location: 420A Mall Blvd., P.O. Box 14257, Savannah, GA 31416**

Fees

No refunds will be given under any circumstances once submitted. **No application will be processed without full payment of all fees.** Food vendors must submit proof that they have applied for a Special Food Service Permit. You may present a copy of your receipt with this application. Each food vendor must obtain its own Temporary Food Service permit...No exceptions. **Fees may be paid in the form of a cashiers check, money order or may be applied to a credit card via our online Paypal account.** Please send an email to djordan@awolinc.org to have a paypal invoice sent to you. Please indicate the amount you are paying and the name of your company in the email.