



September 30, 2017 | Georgia State Railroad Museum

## Vendor Regulations & Guidelines

### DAY OF CHECK IN:

- Vendor check in will be at the entrance to the Revival Fest grounds.
- You will be provided with a vendor wristband.
- The Marketplace coordinator will direct vendors to their allocated space.
- Vendors will use designated loading and unloading spots. These are as close to the vendor area as possible. Vehicles are not allowed on the Marketplace grounds.
- Just a friendly reminder: You are limited to the number of people designated on your vendor application.

### VENDOR SETUP:

- Vendor setup will be from 9:00am-12:30pm. Approved vendors may come anytime between this allotted range, keeping in mind the event starts at 1:30 pm and NO vendors will be allowed to load in after Noon.
- Refunds of vendor fees will not be given for vendors who are late to set up or who do not show up. Upon arrival, you will be allocated your vendor location.
- Vendors are responsible for their own set up and break down.
- Revival Fest accepts no responsibility for items lost due to theft or breakage.

### VENDOR BOOTH SPACE:

- Revival Fest will provide each approved vendor with the designated requested area according to the Vendor Application and Contract.
- Vendor booth locations are primarily outside, with a very limited number being available inside the Paint Shops.
- Revival Fest reserves the right to place Marketplace participants in a booth location at the complete discretion of the festival staff.
- Access to electrical outlets via generator and/or extension cords will be made for those vendors who previously requested electricity on their Vendor Application.
- Revival Fest does not supply any ground covering, tables, chairs, or booth decor. Any desired ground covering, tables, chairs, lighting, signage and booth decor must be provided by the Vendor. Tents may be rented through Revival Fest for \$50. You must mark this on the Vendor Application.
- All vendor tents must be anchored to the ground or secured with weights.
- Vendor booths must be staffed by at least one person at all times during vendor hours.

- Vendor booths may not have any radios or amplified sound equipment in their booth in order to not detract from the festival music lineup.

#### **PERMITTING AND TAXES:**

- Proper permitting is the responsibility of the Vendor.
- Food vendors must have proper permitting for the Georgia State Railroad Museum grounds during Revival Fest from the Chatham Co. Health Department in order to serve to the public on event day. See details below under Food Vendors.
- Local Savannah non-food vendors must have their City of Savannah business and tax permits.
- All other non-food vendors who may be from out of town/state must apply for a City of Savannah Temporary Festival Business Tax Application. Fee is \$85 for the application process. Must be on hand at check-in in.
- If you need this Application, please let us know, and we will email it to you. Completion and submission of the application are the responsibility of the Vendor. Non-profits and vendors on site as representatives of their company or business for promotional purposes do not need additional permitting.
- Failure to have proper permitting may cause a vendor to be ineligible to vend at Revival Fest, and vending fees will not be refunded.
- It is the responsibility of each vendor to collect and pay any state and local taxes from all sales during Revival Fest.

#### **FOOD VENDORS/TRUCKS:**

- Revival Fest reserves the right to limit the number and type of food vendors in order to provide a profitable event for all vendors and to reflect the Revival Fest theme. All food vendors are responsible for their own permits. Revival Fest has final discretion in placement of all food vendors. All food vendors must dispose of trash in designated areas. No dumping is allowed anywhere on site, and attendee trash cans on festival grounds may not be used for food vendor booth trash. Food vendors may be allowed to sell soft drinks and bottled water, however, these will be limited to any sponsor brands that have partnered with Revival Fest. Notice of these brands will be given upon application submission or when sponsorship has been finalized. On site prepared beverages such as tea and lemonade are allowed. Limited water is available on site, and must be brought in for prepared beverages. Food Vendors must be set up by 1pm on September 30th. Food vendors are expected to vend for the duration of the event at 11pm unless previously agreed to.

#### **VENDOR PARKING:**

- There will be car access for dropping off items during setup; however, cars may NOT be parked on-site near your booth area. You will receive an email regarding parking prior to the festival.

**BREAKDOWN:**

- Vendors must use the same designated loading and unloading used for set up.
- Vehicles will NOT be allowed on festival grounds during the event.
- Festival Attendee safety is paramount, and vendors must be prepared to transport their materials back to their vehicle without parking close to their booth space.
- Non Food vendors may begin breakdown outside starting at 10pm once outside stage music has ended.

**COASTAL HERITAGE SOCIETY / GEORGIA STATE RAILROAD MUSEUM RULES AND REGULATIONS:**

- A 10 mph speed limit shall be adhered to on Site.
- No Group or Group Member may interact in any negative way with visitors on Site.
- There will be no vehicles on Site other than in designated parking areas without the express consent of CHS staff.
- There will be nothing attached to buildings, structures, rail cars, or other equipment without the express consent of CHS staff.
- CHS does not allow any climbing walls, inflatable bouncy houses, or bungee activities.
- CHS does not allow any open flames on the Site.
- All Group Members will abide by protocols and/or directives given by CHS staff.

*Any Group Member not following above policy will be subject to ejection from the Site, and any Group not enforcing above policy among Group Members will not be allowed to continue operation on Site.*

**FOOD AND BEVERAGE:**

- Personal food and drinks are allowed for your staff only. Be sure to keep your cooler at your tent and with you at all times.
- Due to Georgia State Regulations, NO ALCOHOLIC BEVERAGES MAY BE BROUGHT IN WITH YOU.
- NO ALCOHOL MAY BE SOLD AT ANY VENDOR BOOTH.
- There will be festival food offerings and drinks that you may purchase as well.
- Vendors will be responsible for any ice needs for their booth space. Ice is not available and will not be sold by Revival Fest.

**TRASH:**

- Vendors are responsible for their own trash. Trash from your vending booth space must be removed by vendors during breakdown of your space. This includes boxes and any loose trash vendors create.
- Limited trash and recycling will be available. Please help us keep the GSRM site clean and pristine!

### **THINGS YOU WILL PROBABLY WANT TO BRING:**

- Hand cart or dolly if desired for transporting booth supplies from Vendor Unloading area to booth location.
- Your local business tax certificate (please have this on hand).
- Approved food service permit for Revival Fest (if applicable).
- Tent, table, chairs, etc, for your booth.
- Outdoor extension cord if needed.
- Clamp/Clip Light(s) (Sunset is about 7:30 pm).
- Trash Bags for your booth's trash.
- Secure cash box/square and/or portable credit card machine.
- Wi-fi hot spot if needed.
- Money for making change if you are a cash seller.
- Mobile hotspot if you require internet access.

### **Other considerations:**

- Revival Fest makes no guarantees toward festival attendance.
- Revival Fest reserves all rights to any additional Vendor Regulations and Guidelines not included on this application and reserves the right to change/update/edit these Vendor Regulations and Guidelines.
- Any vendors with special circumstances that are not listed on the Vendor Application, or are different than otherwise listed, please contact us at [info@revivalfest.org](mailto:info@revivalfest.org).
- No Adult Materials of any kind may be sold at any vendor booth during Revival Fest.
- Revival Fest Marketplace participants understand that Revival Fest has no control over weather, acts of God, acts of terrorism, or governmental intervention, or any other cause that may prevent, and or interrupt, the festival, and participants shall hold Revival fest harmless for any losses that could arise because of such an event.
- Vendors should be prepared in case of any inclement weather during the event. This would include, but not limited to, sidewalls for tents, covers for tables and products, umbrellas, etc.
- Revival Fest is considered a Rain or Shine event. Extenuating extreme circumstances such as a hurricane may cause Revival Fest to cancel the event. Vendors will be notified as soon as possible by Revival Fest; vendors shall not otherwise assume event cancellation or changes. Vendor contact information should be current with Revival Fest in order for timely notifications.
- Revival Fest Marketplace participants agree to hold Revival Fest, it's employees and volunteers, all other Marketplace merchants, their agents and employees free from and against any suits, proceeding actions of any and every kind and nature arising or growing out of in any way connected with participant's use of the Marketplace, regardless of fault, negligence, or lack thereof, of any responsibility for theft, damage, or injury to participant's property or person. Vendors participate at their own risk.

View Google Map of festival location [HERE](#).

