



**GATEWAY INTERNATIONAL
FOOD AND MUSIC FESTIVAL**

September 23, 2017

Lillian Webb Park Norcross, GA 30071
4pm – 8pm

Vendor Application

Business Name:				
Owner Name(s):				
Type of vendor:	Food	Handcraft	Farmer/Producer	Service/Nonprofit
Mailing Address: (where you would like to receive communication)	Street:			
	City:		Zip:	
Physical Address: (where you produce your product)	Street:			
	City:		Zip:	
Contact Info:	Daytime Phone:		Evening Phone:	
	Email:		Website:	

Do you accept credit/debit cards? **Yes** **No**

Are you ServSafe certified? **Yes** **No**

Booth Fees	
All Vendors (Food, Handcraft, Farmer/Producer, Service/Nonprofit)	\$30 10x 10 space \$60 10x 20 space
Electricity	Please contact Nancy at 404.840.1477 in advance to arrange electricity and establish fees.

Goods to be Sold/Distributed (Food, Handcraft, Farmer/Producer) OR Description of your mission/service (Service/Nonprofit)

Provide a description of the products you would like to sell at the Gateway International Festival.

Hold Harmless & Contract

All Vendors agree to indemnify and hold harmless the Gateway International Festival, Sustainable Norcross, the Festival, City of Norcross and their officers, employees and volunteers from and against all loss, liability, claims, demands, damages, costs and other expenses, including attorney's fees of enforcing this Hold Harmless Clause, on account of injury, loss or damage, including, without limitation, claims arising from bodily injury, personal injury, sickness, disease, death, property loss, or damage to the extent caused by the negligent or intentional act, omission or error of Vendor or any officer, employee, volunteer, representative or agent of Vendor.

Initial below:

_____ I acknowledge that I have read and understand the above Hold Harmless Clause.

_____ I acknowledge that I have read and understood the Gateway International Festival Policies and agree to abide by them.

Signature _____ Date _____

Returning Completed Applications

Complete and return pages 1 and 2 of this application along with the Hold Harmless agreement above, plus photographs of your products and set up to Q-Sales, LLC, in one of the following ways:

Mail to:

Gateway International Festival
c/o Sustainable Norcross
P O Box 1612, Norcross, GA 30091

Fax to: 866-208-8002

Scan and email to:

norcrosscommunitymarket@gmail.com

Make checks payable to Sustainable Norcross

Gateway International Festival Policies

Vendor selection

The Festival Management reserves the right to reject any application that does not enhance the overall scheme of the Festival.

Vendor set up and breakdown

1:30 pm: Vendors may enter the site and begin setting up. Vendors who need access to the site before this time must get prior approval from Festival Management.

4:00pm: All Vendors must be open and ready for business.

8:00pm: Vendors may begin breaking down.

3:30 pm: All Vendors must be on the premises, with cars unloaded and removed from the Festival site.

9:00pm: Vendors must have vacated the site.

Breaking down: Vendors may not begin breakdown before 8:00pm. Vendors should pack items and close tent before bringing vehicle to the Festival area. **DO NOT bring your vehicle to the Festival area before you have completely broken down your booth.**

Lateness and absences

Vendors are required to be present no later than 3:30 pm. If no notice is given to Festival Management for late arrival, the Vendor space will be considered vacant, no refunds will be given, and the space may be resold.

Festival Fees

- Booth fees are due in advance, prior to setting up.
- **No refund of fees will be given for a Festival cancelled due to inclement weather, since this is a condition beyond the control of Festival Management.**
- If the Festival is cancelled, no Vendor is permitted to sell. The site will be officially closed.

Booth Set up and Clean Up

- The Festival provides only the ground space for booths. Vendors must provide and prepare their own displays. You will be directed to your space the day of the event. All spaces are assigned.
- **Weights and/or sandbags are required for each tent or umbrella. No stakes may be placed in ground.** Vendors are responsible for securing the tent/umbrellas and protecting their products, at no cost or damage to surrounding Vendors or their property. Weights not less than 15 lbs. per pole are required for each tent used. Umbrellas must be in an appropriate weighted umbrella stand. **Vendors whose tents are not properly weighted may not be allowed to set up and/or may be forced to break down.**
- Vendors are responsible for their own site set up and break down.
- Use of personal tents/umbrellas and tables are required and should be clean, in good working order, and visually presentable. Tents, umbrellas and tables may not extend into another Vendor's selling area.
- Vendors are required to maintain a clean, safe, and sanitary individual selling space. Each Vendor is responsible for keeping his/ her booth space clean during the Festival and for complete clean up of his or her space at the close of the Festival. This includes hauling away any trash or garbage that is generated in or around the booth and sweeping up any product debris left on the ground.
- Any Vendor who causes damage to another, or whose property causes damage to another, will also be responsible for all actual monetary damage incurred by another Vendor.

Vendor's Festival Employees

- **A Vendor or representative must be present in the tent at all times during the Festival.**
- Children under the age of 16 will not be allowed to operate any booth unless a knowledgeable adult (defined as a responsible adult over the age of 21) is accompanying them during the sale of said products/goods.

Sales policies

- **Only those items listed on a Vendor's application may be sold.** If a Vendor wishes to add an item, approval must be received from the Festival Management prior to offering that item for sale. The Festival Management is the final arbiter on the suitability of an item offered for sale.
- **No vendor is allowed to sell any bottled water or canned drinks.** All other beverages must be approved by Festival management.
- To ensure diversity of products and to protect Vendors' sales, the Festival Management may limit participation of Vendors who sell like items. However, no Vendor is guaranteed to be the sole purveyor of any item.

Insurance, Licenses & Management

- Only the Festival Management and those approved by Festival Management will be permitted to photograph, film and/or record any areas of the Festival, including the Vendors and/or their representatives and booths.
- Vendors shall be responsible for obtaining any required licenses, permits or approvals under state laws applicable to his/her activity at the Festival and for paying any taxes, sales taxes, fees or other charges that may be applicable to Vendor's activity at the Festival.
- Gateway International Festival shall be reimbursed for any damages caused by a Festival Vendor. This includes but is not limited to damage to sidewalks, grounds, vehicles, fencing, tents, and any other property in proximity of Festival including property owned by other businesses and/or Gwinnett County.
- Food vendors must display ingredients and all vendors must display applicable licenses or certifications.
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Vendor Code of Conduct

- **Vendor Dress:** Vendors are required to wear shirts and shoes at their booths during the Festival hours. Each individual represents the whole of the Festival and image is an important element for success.
- **Vendor Music:** Vendors may not play individual music in their booth space.
- **Smoking:** Smoking is NOT allowed in the Vendor sales areas. Those who do practice smoking are requested to step out of the Festival area, washing prior to return.
- **Children:** Vendors must keep a watchful eye on their children at all times during the Festival. Set-up time can be an especially dangerous time for unattended children. Small children should not be allowed to wander the grounds without a parent or guardian with them. The Festival takes no responsibility for their safety or whereabouts.
- **Cleanliness:** Vendors should protect their hands with latex gloves when handling food. Food should only be handled by gloved hands. Gloves should be changed whenever they come into contact with any surface other than food, including money, cell phones, skin, etc.
- **Courtesy/ Conduct:** Vendors and their representatives are expected to conduct themselves in a safe and courteous manner at the Festival. Any language or behavior considered deleterious to the normal operation of the Festival will be grounds for denial of the Vendor's permit to sell.
- **Sales Tax:** Vendors are responsible for collection and payment of all applicable sales tax.

The following will result in immediate and permanent expulsion of a Vendor from the Festival. No refunds of fees will be given:

- Fraudulent, dishonest or deceptive merchandising or packaging
- Use of profane, abusive, threatening or harassing language
- Threatening behavior, the threat of violence, vandalism
- Possession of a firearm, weapon or fireworks
- Gambling
- Use of illegal drugs or possession of drug paraphernalia