

Vendor Guidelines for Columbia County Events

Event Participation & Deposits:

Prior to participation in Columbia County Events, all Vendors will be required to submit the following:

- E-Verify Form (once per year)
- W-9 (once per year)
- Columbia County Occupational Tax License (once per year)
- Food Service Permit (once per year)
- Insurance naming the Vendor as well as Columbia County, its officers, employees, and agents as Additional Insured. The amounts of such insurance shall not be less than \$1,000,000.00 (due per event)
- Complete Columbia County Vendor Guideline Form (included in this packet, due per event)

Online registration and above forms can be found at:

<http://www.columbiacountyga.gov/online-services-/vendor-self-service>

All Vendors will be required to pay an Event Participation Deposit between Vendor and Columbia County Events.

Each vendor will be charged a \$100.00 Event Participation Deposit per event. This fee will be due along with the Vendor fee for each Columbia County event. The \$100.00 deposit will be refunded along with post-settlement payment from each individual event. Please note, your Event Participation Deposit will not be refunded in the event of a no show, or if you are in violation of any of the Columbia County Vendor Guidelines.

Columbia County based businesses will have the opportunity to apply prior to open call for vending applicants per event.

Vendor Profit Sharing Guidelines:

In an effort to reduce up-front Vendor fees as well as to simplify the vending process for our patrons, all events will be cashless/card-less and all food and beverage Vendors will be required to sign a Profit Sharing Agreement between the Vendor and Columbia County Events.

As a patron enters the venue/event they will purchase tokens/tickets for food at designated County-run stations. These tokens/tickets can then be exchanged at food & beverage Vendor booths in place of cash/card transactions. Below are example exchange rates for tokens. Please note - sales tax and credit card processing fees are included in all figures. Vendors will not need to report sales tax information to the Georgia Department of Revenue.

Tickets/Tokens will be sold at the gate in the following increments, to include sales tax:

5 tokens for \$6.00

10 tokens for \$12.00

20 tokens for \$22.00



Token Reconciliation will be facilitated by a Community Events Specialist. In order to receive payment, vendors will bring all tokens/tickets to appointed Specialist post-event for payment reconciliation. A settlement will be signed by both parties and payment will be mailed to you directly from County Finance. Please expect up to 1 week for payment.

A Vendor Profit Sharing fee will be assessed at 10% of the overall redeemed token balance per event, per vendor. This 10% fee helps to fund our events while removing the need for higher traditional “Vendor Fees”. The fee will not apply until the Vendor has recouped their full (\$100) Vendor fee per event. Upon Token Reconciliation, Vendors will be mailed a check with their gross sales minus the 10% Profit Sharing fee. Please expect up to 1 week for payment.

Any vendor caught in violation of this guideline by accepting cash or credit transactions at their booth will forfeit their Event Participation Deposit and will be removed from any future vending opportunities with Columbia County Events.

Confirmation of Receipt of Policies:

By signing below, you confirm that you have received and read all guidelines and consent to policies as outlined above.

Vendor Signature: _____

Business Name: _____

Date: _____



Columbia County Vendor Guidelines

Please initial each statement for acknowledgement

_____ All vendors must have a current Columbia County occupational tax license (business license). Vendors holding a current occupational tax license outside of Columbia County must contact Licensing and Permits to register their business in Columbia County (this service is free of charge). Vendors applying for an occupational tax license must contact Licensing and Permits to apply (there is a fee associated this application). Columbia County Licensing and Permits can be reached by phone at 706.312.7301 or by email at ehall@columbiacountyga.gov

_____ All food vendors must contact the Columbia County Health Department to obtain a food service permit for the event and to ensure compliance with the Georgia Department of Public Health Rules and Regulations for Food Service. Columbia County Health Department can be reached by phone at 706.447.7697 or by email at andrea.frazier@dph.ga.gov

_____ All alcohol vendors must contact Columbia County Licensing and Permits to obtain a temporary alcoholic beverage permit. Columbia County Licensing and Permits can be reached by phone at 706.312.7266 or by email at abl@columbiacountyga.gov

_____ Merchandise or set-up cannot block aisles; encroach on other vendor spots, or public walking areas. Any vendor violating this will be asked to relocate their materials.

_____ Food vendors using tents must comply with Columbia County Fire Department regulations of having fire retardent and a K Type Fire Extinguisher. If the on site Fire Marshall denies your equipment for non-compliance, you will be asked to remove any item(s) they request. Columbia County Fire Department Marshal can be reached by phone at 706.533.4988 or by email at bclark@columbiacountyga.gov

_____ Columbia County is not responsible for stolen, lost, or damaged items.

_____ Dumping of any sort is prohibited. Food vendors using grease are responsible for disposing in a safe and environmentally sound manner. The dumping of grease, wastewater or garbage on the premises of the Evans Towne Center Park is strictly prohibited. Each vendor is responsible for maintaining and cleaning their vending location. Vendors may not leave premises after event until all trash, debris and waste is cleaned up and disposed of.

_____ No glass bottled drinks may be sold by any vendor.

_____ Columbia County Community Events Staff have the authority to uphold and enforce all rules and guidelines listed above and may terminate your contract at anytime.

_____ Columbia County is not responsible for providing or maintaining power for any vendors on site.

Signature of Vendor: _____

Printed Name: _____

Business Name: _____ Date: _____



EXAMPLE Vendor Reconciliation Form

Date: _____

Vendor: _____ Ticket Count: _____

Signature: _____

County Representative: _____ Ticket Count: _____

Signature: _____

Total Sales: _____

Total sales minus \$100 Vending Fee: _____

Commissionable Sales x.10: _____ *Commissionable Sales*

Total Sales minus Profit Share: _____ *Columbia County Profit Share*

Event Deposit Refund: _____ Total Due to Vendor: _____

Vendor Verified: _____ Signature: _____