



Taste of East Cobb 2018

Vendor Application and Agreement

Application Instructions:

1. Complete and submit pages 1 and 2 of this application.
2. Submit \$300.00 registration fee (check payable to **WBPA**, \$9.00 service fee if paying by credit card).
3. Submit proof of insurance (see page 3 for details).
4. Submit vendor logo in .JPG or .PNG format via email to: tasteofeastcobb@gmail.com.

Event Date, Location, and Time:

Saturday, May 5, 2018
11:00am – 5:00pm
Johnson Ferry Baptist Church parking lot

Mail Application and Fee Payment to:

David Hamilton
Taste of East Cobb
1306 Lake Colony Drive
Marietta, GA 30068

Application Deadline is April 13th, 2018

| Vendor Information | | | |
|--------------------------|--|--------------------|--|
| Business Name: | | | |
| Contacts: | | | |
| Business Address: | | | |
| Business Phone: | | Cell Phone: | |
| E-Mail: | | Website: | |



Taste of East Cobb 2018

Vendor Application and Agreement

| | |
|---|---|
| Description of Items or Services to be Sold or Marketed* | |
| | |
| Booth Requirements | |
| Electricity required? <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, how many outlets and for what equipment? |
| Booth includes one (1) table; please specify if additional tables are desired: <input type="checkbox"/> One (1) extra table (\$15) <input type="checkbox"/> Two (2) extra tables (\$30) | |

| | |
|---|-------------|
| Agreement Acceptance | |
| <p>The authorized signature below indicates vendor's commitment to participate in Taste of East Cobb at the date, time, and location indicated on page 1 of this application. In addition, the authorized signature below indicates vendor and its employees agree to comply fully with the terms and conditions as outlined in this Vendor Application and Agreement and absolve Johnson Ferry Baptist Church and WBPA from any loss, claims, and damages arising on the day of the event.</p> | |
| Authorized Signature: _____ | Date: _____ |

| | |
|-------------------------------------|--|
| Vendor Application Checklist | |
| | <p>Completed and signed Vendor Application and Agreement</p> <ul style="list-style-type: none"> • Vendor retains photocopy of completed pages 1 and 2 for records, and remaining page(s) for rules and event preparation |
| | Submitted payment (see payment and optional table rental information on page 1) |
| | Submitted insurance information (see page 3 for insurance information) |
| | Submitted vendor logo (email logo to tasteofeastcobb@gmail.com) |

* Taste of East Cobb reserves right to decline vendor participation based on appropriateness of products or services for a school-related event. See <http://www.tasteofeastcobb.com/faq/#rules> for further details.



Taste of East Cobb 2018

Vendor Application and Agreement

Event Details and Rules

All vendors must abide by rules and details outlined below without exception.

- **Event will be held rain or shine.**
- Booth set up can begin at 8:00 a.m. and must be completed by 10:15 a.m. Any vehicles used to unload equipment must be removed from the event area by no later than 10:30 a.m.
- Vendor staff is required to park vehicles only in designated places. No vehicles may be parked adjacent to booth during the event.
- **Vendor booth must be staffed for the entire six (6) hours of the event. No booth clean-up or equipment removal may begin prior to 5:00 p.m.** Vehicles will not be allowed to enter the event area prior to 5:15 p.m. or until deemed safe by the event coordinators.
- **Vendors may not serve food or beverages of any kind. No exceptions.**
- No alcoholic beverages may be offered or consumed during the event.

Items and Services to be provided by Taste of East Cobb

- One (1) vendor booth, which shall consist of the following: one (1) 10-foot x 10-foot white open canopy tent; one (1) 6-foot table, with tablecloth and skirting; optional tables of same size and configuration (if specified on page 1 of this agreement); two (2) folding chairs; one (1) frontal event identification sign; and optional power (if specified on page 1 of this agreement).
- Tent/table/chair set-up and removal.
- Trash removal.
- Customer seating.
- Traffic management and security patrols.
- Event promotion/advertising.

Items and Services to be provided by Participating Vendors

- Staffing for booth **throughout the event.**
- Handouts, coupons, and/or other promotional materials are strongly encouraged as a way to promote the business.

Proof of Insurance

All restaurants, vendors, and exhibitors must furnish:

- Current Certificate of Employer's Liability Insurance
- Certificate of Commercial General Liability Insurance, including products and completed operations coverages, of not less than \$1,000,000 per occurrence.
- Statement from issuing agent stating that policy covers participation in Taste of East Cobb.