



Taste of East Cobb 2024

Vendor Application and Agreement

Thank you for your interest in participating in the 2024 Taste of East Cobb. Please read the instructions below and then complete the application. You may submit documents and payment online, by mail, or in person. If you have any questions, please contact your Taste of East Cobb representative.

Application Instructions:

1. Complete pages 1 and 2 of application and submit by mail or by email to tasteofeastcobb@gmail.com
2. **Submit \$300 registration fee online** or by check (\$350 if paid after 3/1/23). *Payment is required at the time of application.*
 - To make a payment online, visit <http://waltonband.org/TOEC>.
 - Checks should be payable to **WBPA** (Walton Band Parent Association).
3. Submit proof of insurance (see page 3).
4. Submit vendor logo in .JPG or .PNG format via email to: tasteofeastcobb@gmail.com.

Event Date, Location, and Time:

Saturday, May 4, 2024
 11:00 a.m. – 5:00 p.m.
 Johnson Ferry Baptist Church (south parking lot)
 955 Johnson Ferry Road
 Marietta, GA 30068

Mailing address for application and payment if not submitting online:

Jennifer McKelvey
 Taste of East Cobb
 1166 University Dr. NE
 Marietta, GA 30068

Application Deadline is Friday, April 5th, 2024.

Early Bird Registration Fee: \$300 if paid by Friday, March 1, 2024.

Regular Registration Fee: \$350.

Vendor Information

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



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Description of Services to be Marketed*	
Booth Requirements	
Electricity required? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how many outlets and for what equipment?
Booth includes complimentary table(s); please specify how many tables you need: <input type="checkbox"/> One (1) table <input type="checkbox"/> Two (2) tables <input type="checkbox"/> Three (3) tables	
PAYMENT IS REQUIRED AT THE TIME OF APPLICATION. Fees may be paid online or by check. <ul style="list-style-type: none"> To make a payment online, visit http://waltonband.org/TOEC. Checks should be made payable to WBPA (Walton Band Parent Association). 	Amount Paid: \$ _____

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	
	Completed, signed, and submitted Vendor Application and Agreement
	Submitted payment (see payment options and optional table rental information above)
	Submitted insurance information (see page 3 for information)
	Submitted vendor logo to tasteofeastcobb@gmail.com (.jpg or .png)

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



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Event Details and Rules

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

- **Event will be held rain or shine** and application fees are non-refundable.
- 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 nor give away food, candy, or beverages of any kind. No exceptions.**
- **Vendors may not conduct activities that conflict with Walton Band fundraising activities at Taste of East Cobb – activities including Face Painting, Children’s Arts, Children’s Jumpers or Slides, Auctions, Silent Auctions, or Raffles.**
- No alcoholic beverages may be offered or consumed during the event.
- Taste of East Cobb will work with all vendors to ensure that promoted services are consistent with the policies and guidelines of Walton High School, Cobb County School District, and Johnson Ferry Baptist Church.

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 vendors and exhibitors must furnish a current **Certificate of Insurance** (COI) with the following information:

- General liability insurance, including products and completed operations coverages, of no less than \$1,000,000 per occurrence.
- Taste of East Cobb listed as additional insured and event date of May 4, 2024, is also included in Description of Operations
- Taste of East Cobb named as Certificate Holder with the event address included: (Taste of East Cobb, 955 Johnson Ferry Road, Marietta, GA 30068)