



# Taste of East Cobb 2023

## Vendor Guidelines

### 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)