

2020 A Taste at East Point

Event Date: Saturday, May 2nd, 1-9pm

*TAEP will take place RAIN or SHINE

www.DowntownEastPoint.com

Contact: epmsavendors@gmail.com



This event is produced by the East Point Main Street Association, a non-profit organization.

EVENT RULES AND REGULATIONS

APPLICATION PROCESS- The EPMSA accepts food vendors, artists, businesses and community based organizations until the spaces are full. This application does not guarantee acceptance into the event. You will be notified of the status of the application within 7 days of receipt of the form. If you are not accepted to the event, your fees will be reimbursed to you within 30 days. You will receive acceptance/non-acceptance correspondence by email.

PAYMENTS- We will not accept any applications or hold spots without payment. Preferred form of payment is by check or money order. A \$50.00 processing fee will apply to all returned checks, there are no exceptions.

- **REFUND POLICY-** If you withdraw your application within 30 days or more prior to the date of the event, you will receive 75% of your fee. If the withdraw is made 29 days or less, there is NO refund of the fee. All refund requests must be made in writing and submitted to epmsavendors@gmail.com. Please note the reason for withdrawal.

WHAT WE PROVIDE- Your fee allows you participation in the event and a 10x10 space. Additional tents, electricity or other materials are NOT provided by the EPMSA unless specified within the application agreement below. Vendors will receive a 75/25 split of all tickets collected from their booths.

WHAT YOU PROVIDE- Each vendor is responsible for providing their own tent (EZ UP style/exhibition) to cover their spaces. Camping Tents are NOT permitted. It is a requirement that ALL vendors erect a tent. Cooking stations/grills are NOT permitted under a tent or covering at any time. Tables, chairs, electricity are available for additional charges and at a first come first served basis. Vendors failing to erect a tent will be charged a fee of \$200.00, payable on demand, to rent a tent from the EPMSA. Failure to adhere to this requirement will result in dismissal from the event area.

WEATHER POLICY- In the event of inclement weather, and the Board of the EPMSA along with local officials deems the area unsafe, vendors will be permitted to tear down once the roadways are cleared of pedestrians and deemed safe by the East Point Police department. Because this event is rain or shine, no fee refunds will be issued. Proceeds from the tickets gathered at the end of the event will be handled according to normal distribution procedures. Vendors will NOT be allowed to access the event area with their vehicles at any time prior to an "all clear" given by the East Point Police Department or Fire Department and with the express permission of the EPMSA.

VEHICLE POLICY- Vehicles used to tow trailers or to deliver equipment for each vendor will be permitted in the event areas only during the set-up and tear down times indicated by the EPMSA. Vehicles will be directed to off-site parking. For the safety of the public, the event staff and yourselves, vehicles will NOT be permitted in the event area at any time other than those specified. Vendors failing to adhere to this policy will be subject to enforcement by the East Point Police Department and will be banned from any future participation in EPMSA events.

SIGNAGE/MENUS- Vendor must provide 1 (one) professionally printed (no handwritten) "taste" menu with number of tickets required for each taste, to display prominently at the booth. Plastic "stand up" sleeves will be provided by EPMSA to display this "taste" menu at your booth. Prominently label and display one of each of your "sample" tastes next to your "taste" menu so that patrons can easily determine what they would like to sample. You are encouraged to hand out menus, display banners and may sell marketing merchandise (T-shirts, mugs, etc.) Vendors are also encouraged to place a tip jar at their booth. **For safety reasons, signage may NOT extend out into the event area and must be confined to the 10x10 booth space provided.**

BEVERAGE POLICY- Vendors are strictly prohibited from selling alcoholic or non-alcoholic beverages at their booths including water and fruit juices. **ALCOHOLIC BEVERAGES are NOT permitted to be sold by any vendor at any time.**

PORTION SIZES- Typically, upwards to 6,000 people attend this event. The EPMSA suggests that all portions should be hors d'oeuvre size and not full meals so as to encourage patrons to try tastings from multiple vendors. Please be prepared to serve at least 800 tastes (minimum), ideally we would like you to be prepared to serve enough tastes throughout the event (1-8pm). **If you run out of "tastes" it will be your responsibility to replenish. Vendors will NOT be permitted to break down or leave the event area if they run out of product prior to 8pm.**

HOLD HARMLESS WAIVER- ALL VENDORS will be required to fill out the waiver of liability agreement located at the bottom of this form. This form will cover all volunteers/employees/helpers of vendors. This form must be filled out in its entirety by every member of the vendors' team and must be submitted prior to the opening of the Event. Failure to provide this form will result in dismissal from the event grounds.

GREASE/TRASH- All food vendors are expected to provide a safe and suitable ground cover within their booth and under their cooking area for the absorption of grease. No grease or gray water is to be poured into or on the ground or down drains. It is the vendors responsibility to safely remove these liquids from the event site. If you are found to violate this rule, you will be asked to leave the event grounds and may be subject to City and County ordinances as it relates to the disposal of these materials. **TRASH-** Vendors are expected to collect and properly bag all trash within your sales area. EPMSA representatives will collect properly bagged trash throughout and at the end of the event. Trash cans will be located throughout the event site and are NOT to be used by vendors at any time.

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APPLICATION DEADLINE: APRIL 10th, 2020 There is a \$100 late fee for applications received after this deadline-no exceptions.

Company/Booth Name: _____

Web Site: _____ Email: _____

Contact Person: _____ Current Contact Phone: _____ Alt. Phone: _____

Mailing Address _____ City: _____ State: _____ Zip: _____

Please List, in Detail, the Products you intend to display/sell or offer "tastes" of (attach a separate page if necessary):

Select Your Category of Booth Use by marking the box with an X:

- \$250 Food Vendor**
- \$50 Artist**
- \$100 "Non-Food" - Community Organization, Promotional, General Merchandise or Business**

ARTISTS-PLEASE READ THE FOLLOWING

- **Along with your application, please submit 3 color photos of your art, as well as, two color photos of your booth set-up.** You will be notified within 2 weeks of your acceptance into the event. These photos will NOT be returned.
- Please remember that art/craft work **must be** your works of art/products handmade by you.
- Buy/Sell Merchandise is **STRICTLY PROHIBITED**.
- If you display/sell items that are not your works of art/products handmade by you, you will not be allowed to participate and will be asked to leave the event area, forfeiting your fees.
- **Do you have a Business License __YES __NO? If you do, please have it available at your vendor site.**

RESTAURANT/VENDORS/BUSINESSES PLEASE READ AND CHECK ALL THAT APPLY

Are you cooking on site with a grill or smoker or other cooking apparatus? _____ *Grills are NOT permitted under or within an enclosure/tent

If so, what type of grill or equipment will you be using? _____ Will you have a portable fire extinguisher _____

Are you supplying a gas generator? _____ YES _____ NO
(Generators must be placed behind your booth and all cables must be safe and secure. EPMSA and or City officials will inspect the area to assure compliance)

Are you selling from a pull behind trailer or food truck? _____ If yes, what size? _____ *Vehicles towing trailers will NOT be permitted to remain in the event area during the event.

What merchandise do you plan to sell and what is your price point? _____

Other special circumstances? _____

Do you have a Business License __YES __NO? If you do, please have it available at your vendor site.

EQUIPMENT/ELECTRICAL SERVICES RENTAL (please indicate quantities beside each option otherwise we will assume (1))

_____ **Option 1- \$100:** (1) 6' long Rectangular Folding Table, 2 Folding Chairs and 1 Tent Light & power for light only. Vendors using their light power to power their cooking apparatus or other equipment will automatically be charged the fee below.

_____ **Option 2- \$100:** Electrical service 15 amp outlets. (Vendor must supply approved UL listed outdoor extension cables. Indoor household extension cables are NOT permitted and will be removed.)

Please make checks payable and mail applications to:

East Point Main Street Association

RE: Taste of East Point 2018

P.O. Box 91274

East Point, GA 30344



Please initial each item below. Application will not be accepted if these areas are not initialed.

_____ I understand that a tent is required. I will provide my own 10x10 "EZ-Up" style (no umbrellas or camping tents, etc.), "straight leg" (no "slanted" leg tents) TENT. All four corners of the tent must be properly weighted down for set-up on asphalt. If I show up without a tent or an inappropriate tent, a tent will be provided to me at an "on site" cost of **\$500** payable immediately.

_____ I understand that I am only assigned a booth "area" which is defined as 10'x10'. Therefore, I must provide my own tables, chairs, tents, weights, lights and power unless I have indicated that I will rent these items on this application (**tents aren't available for rent from EPMSA**).

_____ I understand that all booth spaces are pre-assigned by EPMSA; it is not "first come first served" on the day of the event. I understand that I will receive my assigned booth location when I check-in on the day of the event.

_____ I understand that a specific mandatory "load in" time slot will be given to me around 1 week in advance of the event. If I show up later than the time assigned to me, I understand that I may be placed in a less desirable location due to timing constraints or I may be turned away and lose my vendor fee entirely.

_____ I understand that all vendors must have their displays/booths up and operational at least 30 mins before the event begins at 1pm. EPMSA representatives will be monitoring set-up.

_____ I understand that my booth is expected to be open from 1pm-9pm to maintain the integrity of the event. If I leave before 8pm, I will be prohibited from participating in future EPMSA events and I will forfeit all fees and earnings. I also understand that I will NOT be permitted to access the event area for tear down with my vehicle prior to 8pm or until the streets are completely cleared by the East Point Police Department and an "all clear" is issued by EPMSA officials.

_____ I understand that I am prohibited from selling alcoholic beverages without written permission by EPMSA.

_____ I will provide, deliver and set-up my vending materials, and leave the booth area clean upon departure. I am aware of the policies relating to the disposal of grease and other liquids associated with cooking other than drinking water.

_____ I will not sell any materials that advertise the event or make representation of the EPMSA.

_____ I clearly understand the Weather policy as stated in this application.

_____ I will not return the Waiver of Liability and Hold Harmless agreements for each of my employees/helpers including myself to the EPMSA prior to opening for business at the event.

_____ I understand that I must comply with all applicable local and state laws, regulations and event polices set forth by the local and state government and the EPMSA. Non compliance may result in additional monetary penalties or enforcement of the laws by local authorities. EPMSA assumes no liability or responsibility for my business.



WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

**Each individual working for or with the vendor must complete this form and return with the application or be handed to an EPMSA representative prior to set-up.
YOU WILL NOT BE PERMITTED TO PARTICIPATE IN THE EVENT WITHOUT THIS FORM**

In consideration for my participation in the **A Taste at East Point** event, as a vendor, performer, provider of services and/or equipment or volunteer of the East Point Main Street Association, Inc., I, _____ hereby agree to indemnify and hold harmless, release, waive, discharge and covenant not to sue the East Point Main Street Association, Inc., its trustees, officers, agents, volunteers, staff, members, leaders, employees, sponsors, co-promoters, owners or lessors of premises leased or utilized by the East Point Main Street Association, Inc., from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage or cost, including any court costs and attorney's fees that may be incurred, diseases, or injury, including death, that may be sustained by me, or to any property belonging to me, from any and all actions out of any accident, casualty and/or event which might happen while on the premises of or while on the premises being utilized by the East Point Main Street Association, Inc., while volunteering, participating, working or vending at the program and/or event listed above. I further understand that there is no Worker's Compensation or Accident Insurance furnished by the East Point Main Street Association, Inc.

It is my express intent that this Release and Hold Harmless Agreement shall bind my family, if I am alive, and my heirs, assigns and personal representative, if I am deceased.

In signing this release, I acknowledge and represent that I have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and sign it voluntarily; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully and legally competent to execute this release agreement; and I execute this release for full, adequate and complete consideration fully intending to be bound by the same.

Signature

Date

Printed Name