



CITY OF FORT OGLETHORPE

500 City Hall Drive, P.O. Drawer 5509
Fort Oglethorpe, Georgia 30742
Telephone 706-866-2544 Fax 706-861-5086
www.fortogov.com

Labor Day at the Post Vendor Application

Please complete and return to event director at fortoevents@gmail.com or City Hall along with the booth fee. For mail in applications and fees please contact Taylor for further instructions.

Please fill out this form completely.

Date: _____, 2023

Full Name: _____

Full Physical Address: _____

Business Name: _____

Cell Phone: _____ Alternate: _____ Texting, OK? YES 0 NO

E-Mail: _____

Select Booth Type: ☐ Food Vendor/ Food Truck (Hot and Ready Foods) ☐ Cottage Food Vendor (candies, breads, baked goods, Etc.)

☐ Craft Vendor ☐ Business Outreach ☐ Farm Vendor ☐ Charity/Non-Profit Outreach ☐ Organization Outreach

List products to be sold (be specific): _____

By signing this application, I agree that I have read the following rules and regulations for the Labor Day at the Post event and agree to comply with all of them. I understand that my booth fees are non-refundable. I acknowledge full responsibility for my actions and activities while attending the Labor Day at the Post event (and for those assisting me). I acknowledge the authority of the event director to settle any disputes regarding product legitimacy, procedural, or vendor conduct violations. I also understand that the event director can impose any penalties, including possible suspension or removal from the event.

Signature: _____ Date: _____

The Booth Fee of \$50.00 is a non-refundable fee (\$35.00 non-refundable fee for members of the Stable 41 Farmers Market) and is due at the same time as the application. A non-refundable booth fee of \$75.00 for Food Vendors will be collected from each vendor upon application acceptance (\$60.00 non-refundable food vendor booth fee for members of the Stable 41 Farmers Market).

Checks, cash, or cards are accepted. Checks payable to **The City of Fort Oglethorpe**.



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1. Location and Time

Barnhardt Circle Polo Fields

10 Barnhardt Circle

Fort Oglethorpe, GA 30742

September 4, 2023, 10:00-4:00pm

*Booth Set up time is 8:00-10:00am, Booth Breakdown time is 4:00-5:00pm

2. Management

The event director will enforce all the vendor rules and regulations of the event as well as be present during event operating hours. The director will oversee the set up and break down of the event welcome booth and direct vendors to their assigned spaces. The director will also keep records of vendor attendance. Vendors who commit to the event and do not show up will not be allowed to attend for the following year.

3. Vendor Eligibility

Participation as a vendor is open to farmers, bakers, makers, artisans, and anyone who creates, grows, or arranges their own products (all hereafter referred to as "vendors" in this document) as well as businesses, charities, non-profit organizations, or community organizations. Political organizations or campaigning are **not** allowed. Priority is given to vendors who make their own inventory and live within a 75-mile radius of Fort Oglethorpe.

4. Vendor Information, Conduct, and Guidelines

☐ The event will be held rain or shine and only canceled in the event of severe weather or safety concerns. In the event of extreme weather, the event director will notify the vendors and public of the cancellation.

☐ A vendor booth fee of \$50.00 will be collected from each vendor upon application acceptance. Vendor fees are non-refundable. A booth fee of \$75.00 for Food Vendors will be collected from each vendor upon application acceptance.

*Stable 41 Farmers Market Members have a discounted booth fee rate of \$35.00, Food Vendor market members will pay a discounted rate of 60.00.

☐ Food Trucks/Trailers must give the event director the dimensions of the truck/trailer.

Height: _____ Width: _____ Length: _____

☐ Vendor spaces are 10' x 10' sections on the Polo Fields at Barnhardt Circle. Note: This is not a covered space, and it is on a grass field, vendors are encouraged to use canopy tents for shade and weather protection.

☐ Vendor space assignments will be assigned by the event director. The director will create a vendor assignment layout and send it to all the vendors a week prior to the event via email.

☐ Vendors may begin setting up on Monday, September 4, 2023, at 8:00 am, two hours before the start of the event. Vendors will **not** be allowed to set up earlier than 8:00am.

☐ Vendors must remove and pack up their booths by 5:00pm on September 4, 2023, one hour after the end of the event.

☐ Vendors must leave their booth space clean and free of trash. There will be a fine of \$100.00 issued to any vendor who does not clean up their space following the event.

☐ Vendors shall not sell prior to opening hours of the event; however, vendors are allowed to take pre-orders from customers for pick up at the event.

☐ Vendors are responsible for all licenses and certifications tied to their products. Vendors are advised to keep copies of licenses and certifications displayed at their booth.

☐ Vendors are responsible for setting their own prices and labeling their products accurately.

☐ Vendor displays are the responsibility of the vendor. Display items may include but are not limited to, tables, signs, racks, tents, and shelves.

☐ Vendors must clearly display prices and product names.

☐ Vendors may not display profanity or obscene images or gestures.

☐ Each vendor must abide by all state and federal regulations that govern the production, harvest, preparation, preservation,



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labeling, and safety of products offered for sale. Vendors are liable for their own products.

- ☐ Vendors will refrain from argumentative behavior with other vendors and directors during event hours. After event hours, vendors and director may engage in conflict resolution and vendors may submit written complaints to the event director.
- ☐ A vendor may submit to the event director a written complaint against another vendor where there is believed to be a violation of event rules. The director will investigate the complaint and attempt to obtain detailed information before a determination is made that a violation did occur.
- ☐ Vendors are not allowed to solicit at the event outside their booth space or sell from any location other than their assigned space. **No vendor shall approach shoppers outside of their 10' x 10' assigned space and ask for or try to obtain anything from shoppers.** Vendors who break this rule will be asked to leave the event immediately.
- ☐ Vendors cannot be affiliated with, give out information on, display signs or signage, or campaign in any way for or against any political figure, political candidate, or political issue. This includes but is not limited to wearing political clothing or accessories, handing out brochures or informational pamphlets, playing political videos or recordings, and/or displaying any political signs, flags, or banners. Vendors who break this rule will be asked to leave the event immediately.
- ☐ Small children brought to the market by vendors must always be kept under the supervision of a designated adult.
- ☐ Vendors are not permitted to set up any signs or promotional swag anywhere other than their assigned space.
- ☐ Vendors are not allowed to pack up and leave prior to the close of the event unless the vendor cleared it with the director prior to the event day. If an emergency occurs, locate the director, and explain the situation.
- ☐ Any accident or injury must be immediately reported to 911 and the event director.

5. Taxes, Licenses, Certifications, and Permits

Vendors are responsible for obtaining any licenses, certifications, or permits required by the Georgia Department of Agriculture and by law for all products. The collection and filing of taxes are also the responsibility of the vendor. Any vendor selling value-added, eggs, meat, or prepared foods may submit a copy of all current inspection forms, business licenses, and any other documentation to the event director.

6. Liability and Hold Harmless Clause

The City of Fort Oglethorpe and its representatives are not responsible for the damage or loss of any personal belongings. Vendors are responsible for holding their own liability insurance. Anyone who participates in the event, whether vendor, customer, or other, attends at his/her own risk. Vendors will operate at their own risk and assume liability from the customers.