



**Vendor Application  
Ben Folds  
September 2, 2017  
6:30pm-9:30pm**

**All Food Vendors must abide by  
Gwinnett County Health  
Department Regulations. Any items  
not listed will not be allowed to be  
sold at the event.**

**Contact Information**

Name of Business: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Best Phone # to reach you: \_\_\_\_\_

Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

Please list **all food and/or drink products** to be sold at your booth: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Food Vendor Rules and Guidelines**

1. A submitted application does not imply acceptance. All applicants will be notified as to the status of their application upon arrival. A \$250.00 refundable security deposit is required upon the acceptance of the application. A week prior to the event is required for cancellation. **Should an accepted applicant cancel after August 25<sup>th</sup>, the \$250.00 security deposit will NOT be refunded.**
2. Vendors are responsible for clean-up of their areas at the conclusion of the event. Booths must remain open and shall not be dismantled prior to event ending. After the event, all merchandise must be packed and booth completely disassembled before vehicles will be allowed into event area for loading and departure.
3. Vendor set-up must be completed and ready to sell by 6:30pm. Vendors will be able to leave after 9:30pm. Food purchases usually end when the main act goes on stage, but vendors are welcome to stay set up until the end of the event at 11pm.
4. Power will NOT be provided. Vendors must provide their own generators in the event that they will need power.
5. All booth and vendor spaces will be outdoors. Events are rain or shine. In the case of dangerous, inclement weather the City of Sugar Hill will inform vendors if the event will be rescheduled.
6. Should an applicant not be accepted, any application fees or security deposits will be promptly returned or shredded.
7. Any vendor who misrepresents the content or intent of their booth will be asked to leave the event area, with NO refund.
8. Only products approved by the City of Sugar Hill will be allowed to be sold at the event.

**Please initial to acknowledge and accept all terms listed above: \_\_\_\_\_**

**Payment Information**

**\$250 security deposit is required. This deposit is refundable as long as all rules and guidelines are followed.**

**Should you cancel after August 25<sup>th</sup>; the security deposit will NOT be refunded.**

Card Type: \_\_\_\_\_ Credit Card No: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_ CVV: \_\_\_\_\_

Cardholder Name (Printed): \_\_\_\_\_ Signature: \_\_\_\_\_

I hereby apply for a booth space for sale purposes for this City of Sugar Hill event. Having done so, I hereby agree to abide by all rules and regulations previously set forth in this application. I further understand that failure to abide by said rules will result in my being removed from the event and I will not be invited nor included in future events sponsored by Sugar Hill.

The City of Sugar Hill, a Georgia Municipal Corporation, and its agents, employees, and representatives thereof, assume no liability or responsibility for injury or loss that may result to any exhibitor or his/her personal effects, including goods for sale occurring on the premises or arising under Sugar Hill event activities and said exhibitors agree, contest, and acknowledge to hold the City of Sugar Hill harmless for any injury or loss.

I have read and fully understand all the rules and guidelines of the City of Sugar Hill. I further understand that the approval of this application will be subject to the decision by a review board.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For questions contact Megan Carnell at [mcarnell@cityofsugarhill.com](mailto:mcarnell@cityofsugarhill.com).**

**For Staff Use Only Please**

Date Received: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Check No: \_\_\_\_\_ Card Type: \_\_\_\_\_