

**Balloons Over Fayette Festival**  
**Food Vendor Application**  
**June 11, 2016      2:00 pm – 10:00 pm**

The BOF Festival is a fun, family-friendly event that will feature Hot Air Balloon Tethered Rides, an amazing after dark Balloon Glow, a Craft Vendor's Market Place, an Artisan Market, Local Food Vendors and Food Trucks, a Kid's Zone, a Touch-A-Truck Area, Entertainment and a Concert Stage.

(Please Print Clearly)

Business Name \_\_\_\_\_

Business Contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Web site \_\_\_\_\_

List all food items for sale at the festival (attach additional sheets if necessary). If the item is not listed on this application, you will not be allowed to sell it at the festival. The festival reserves the right to limit the number of vendors with similar items.

Item	Price

Indicate below the number of spaces requested and any charges. If you require 2 spaces, you will have to pay for 2 spaces.

\_\_\_\_\_ 10x10 foot Food Vendor space without electricity @ \$50.00 \$\_\_\_\_\_

\_\_\_\_\_ 10x10 foot Food Vendor space with electricity @ \$75.00 (1-20 Amp Outlet) \$\_\_\_\_\_

\_\_\_\_\_ Food Truck without electricity @ \$75.00 \$\_\_\_\_\_

\_\_\_\_\_ Food Truck with electricity @ \$100.00 (1-20 Amp Outlet) \$\_\_\_\_\_

**Any vendor preparing or serving food must meet and follow the food safety and handling requirements of the Fayette County Health Department and have in code, compliant and properly tagged fire extinguisher and a hand washing station on site.** Contact the Fayette County Environmental Health Department at 770-305-5415 for specific food safety information.

**All food vendors must submit a certificate of liability insurance with the Balloons Over Fayette Festival and the Fayette County Board of Commissioners listed as additional insured.**

Please describe your booth and provide 3 pictures (1) of the foods that you will be selling (final product presentation), (2) your vendor setup/layout inside of booth, and (3) outside of booth. Be sure to include the vendor's name on the back of the photos. Vendor's photos will not be returned.

Only items that you list and that are approved prior to the festival will be permitted to be sold. Be sure to list all products on your application. If the item is not listed on this application, you will not be allowed to sell it at the festival.

All items will be under review. We do not want to have too many of the same thing sold as it may decrease everyone's sales during the festival. We will make every effort not to duplicate food items.

All applications must be received by April 23, 2016. ***Only completed applications with signatures, the Release of Liability and Waiver Agreement, the Indemnity Agreement, and payment will be accepted. Make checks payable to Fayette County Parks & Recreation Department.*** A \$35.00 charge will be assessed for all NSF returned checks. Please make a copy of the complete application and forms to keep for your records.

**Mail completed applications and check to the Fayette County Parks & Recreation Department, ATTN: BOF Festival Vendor Application, 140 Stonewall Ave. Fayetteville, GA 30214.** Please include a self-addressed & stamped #10 envelope (business sized) with your application. This is a juried event and we will make every effort not to duplicate items/vendors. Sending in an application does not guarantee acceptance. Vendors not selected will be placed on a waiting list and will be notified if an opening becomes available. If not selected, your check will be mailed back to you. Vendors will be notified of their acceptance by April 30, 2016 by mail.

For more information contact: Fayette County Parks & Recreation Department at [recreation@fayettecountyGA.gov](mailto:recreation@fayettecountyGA.gov) or 770-716-4320.

**This is a rain or shine event. No refunds will be given.**

We wish everyone a successful show.

I HAVE READ THE VENDOR RULES AND RECEIVED A COPY OF THESE RULES AND REGULATIONS AND I AGREE TO ABIDE BY THEM. (All Rules and regulations are listed below. Please keep a copy for your records.)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Business Name \_\_\_\_\_

Are you willing to have your name and contact information shared with the directors of other local festivals?  
\_\_\_\_\_ yes \_\_\_\_\_ No

**Festival Use Only**

Check List:

- \_\_\_\_\_ Completed and Signed copy of Application
- \_\_\_\_\_ Payment
- \_\_\_\_\_ 3 Photos - (1) of the craft/foods sold (final product presentation) (2) vendor setup/layout inside of booth (3) outside of booth
- \_\_\_\_\_ Signed copy of the Release of Liability and Waiver Agreement
- \_\_\_\_\_ Signed copy of the Indemnity Agreement
- \_\_\_\_\_ Certificate of liability insurance
- \_\_\_\_\_ Self-addressed, stamped envelope (#10)

Accepted \_\_\_\_\_ Yes \_\_\_\_\_ No      Electric \_\_\_\_\_ Yes \_\_\_\_\_ No      Booth Number \_\_\_\_\_

Items Approved:

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

Items Not Approved:

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

## RELEASE OF LIABILITY AND WAIVER AGREEMENT

I, (print name) \_\_\_\_\_, AGREE TO THE FOLLOWING:

That I am over eighteen years of age, and that I have read and understood this Release of Liability and Waiver Agreement.

That I hereby waive, release and discharge from any and all claims or liabilities for death, personal injury, property damage, theft, or damages of any kind, whether or not attributable to the negligence of Fayette County and/or any agents, successors, assigns, or employees of Fayette County which may arise out of my use of the facilities of the Fayette County Parks and Recreation Department.

That I do hereby agree to indemnify and hold Fayette County and/or any agents, successors, assigns, or employees of Fayette County from and against any and all damages, losses, liabilities, obligations, penalties, claims, litigation, demands, defenses, judgements, suits, proceedings, costs, disbursements, or expenses of any kind or nature whatsoever (including, without limitation, attorney's fees and experts fees and disbursement) which may at any time be imposed upon, incurred by or asserted or awarded against Fayette County and/or any agents, successors, assigns, or employees of Fayette County which relates to or in any way arises out of acts or omissions connected to my use of the facilities of the Fayette County Parks and Recreation Department, regardless of whether or not said acts or omissions were made by myself, my guests, or any vendors employed by myself in connection with my use of the facilities of the Fayette County Parks and Recreation Department.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Business Name \_\_\_\_\_

## INDEMNITY AGREEMENT

I, (print name) \_\_\_\_\_, AGREE TO THE FOLLOWING:

The use and reproduction of any and all photographs and/or video clips taken of me in any form whatsoever for use in the Fayette County Parks and Recreation newsletter, brochures, flyers, on the County and department websites, and in any other publications produced for the Fayette County Parks and Recreation Department.

The use of my name in any form whatsoever for use in the Fayette County Parks and Recreation newsletter, brochures, flyers, on the County and department websites, and in any other publications produced for the Fayette County Parks and Recreation Department.

I have read this document and am fully aware of the content and implications, legal and otherwise

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Business Name \_\_\_\_\_

## Rules & Regulations

### Festival Information

1. The Balloons Over Fayette Festival will operate on June 11, 2016 from 2:00 pm – 10:00 pm.
2. The BOF Festival is a fun, family-friendly event that will feature Hot Air Balloon Tethered Rides, an amazing after dark Balloon Glow, a Craft Vendor's Market Place, an Artisan Market, Local Food Vendors and Food Trucks, a Kid's Zone, a Touch-A-Truck Area, Entertainment and a Concert Stage.
3. The festival will take place at McCurry Park on McDonough Road in Fayetteville.
4. This is a rain or shine event. No refunds will be given.
5. Spaces are assigned by the festival committee and will not be held without payment or completed application.
6. Sending in an application does not guarantee acceptance.
7. **All vendors must submit a certificate of liability insurance with the Balloons Over Fayette Festival and the Fayette County Board of Commissioners listed as additional insured.**

### Set Up/Break down

1. All vendors must sign in at vendor check-in tent prior to setting up. A festival official will direct you to your space as needed.
2. Set up on Saturday, June 11, 2016 will be at staggered times from 9:00 am to 12:00 pm. You will be notified of your specific arrival time upon your acceptance to the festival. All vehicles must be removed from the festival area by 1:30 pm. Late arrivals will not be allowed to set up and you will forfeit your application fees. Food trucks will arrive no later than 1:00 pm.
3. You must be ready to open your booth 30 minutes prior to the festival's opening.
4. Vendors must unload their vehicles completely **and move/park their vehicle before setting up their booth.**
5. All vendors are expected to remain during specified times barring medical emergencies. If you cannot be open during the required times, please do not submit an application.
6. A soft break down can start after 9:30 pm. Please come prepared to stay open until 10:00 pm. For obvious safety reasons, vendors cannot bring their vehicles into the festival area until all patrons have cleared the area.
7. Vendors cannot move their vehicles into the festival area for loading until their booth area is completely packed and sitting on the side for quick loading after 10:00 pm.
8. All exhibitors/vendors are responsible for disposing of their own waste. Each exhibitor shall clear their space of all trash at breakdown.

### Parking

1. No vehicles, except food trucks and festival vehicles, may remain on the festival grounds. **All vendors MUST PARK in the area reserved for vendor parking.** No vehicle or trailer will be allowed in the exhibition area during festival hours (except for musicians setting up on stage).
2. Vendor parking is available in designated lot. Shuttles will be provided between the festival location and the parking area.
3. Vendors are allotted one (1) parking pass that must be displayed in the front window of the vehicle.

### Food Court Vendor Specific Regulations

1. Display Area: Display areas are an average of 10-feet wide by 10-feet deep.
2. Vendors must provide their own display set-up: tent, panels, tables, chairs, etc. Tents or coverings must be self-supporting. Drilling or puncturing ground or asphalt surfaces is strictly prohibited.
3. Tent Weights: The festival requires that all vendors must use a tent and all tents must use must be properly weighed down. No ground stakes are permitted. Please check for current weather conditions.

### Food Truck Specific Regulations

1. All food trucks must be 100% self-contained.

### Additional Vendor Rules

1. Any vendor preparing or serving food must meet and follow the food safety and handling requirements of the Fayette County Health Department and have in code, compliant and properly tagged fire extinguisher and a hand washing station on site.
2. If you are requiring electricity, you must provide your own 100 foot, three wire, and grounded electrical extension cord of wire gauge adequate for your electrical appliance usage.
3. No generators are allowed to be used in the park with the exception of food trucks.

4. Each vendor may sell ONLY the festival approved foods listed with their application form. Please be very specific (both food and drinks) and avoid generic "carnival food" as a description. Unapproved or unlisted menu offerings will result in immediate removal of vendor from event along with forfeiture of fees.
5. Do not dump water or any other liquid on the pavement.
6. Do not dump oil or grease on the pavement, on the grass, down the storm drains, on anywhere on the property. Oil and Grease must be stored and transported in spill resistant containers and removed from the property at the end of the festival.
7. Vendors are expected to keep the area around their booth clean and litter free. Walkways must be kept clear for visitors and emergency personnel. Booths must be clean at all times. All vendors are responsible for removing their own trash.
8. Vendors must post prices in a legible manner and in a visible place within their booth (or on their food truck).
9. Displays must be professional and aesthetically pleasing. Handwritten signs must be neat and attractive.
10. Reselling or subleasing booth space is not permitted. You may not share a space with another vendor.
11. No raffles in exchange for money may be held, but booth prizes given away at random for no money purchase are allowed. The festival committee must approve in writing all giveaways and samplings. Please include a written description of your intent with the application. No beverage may be sold or distributed as a "sample" or as "free".
12. This is a non-political event. No booth will be rented to a political party endorsing a candidate standing for election. No booths displaying political advertising will be permitted.
13. All business activity must be confined within the designated rented space only. No distribution, canvassing, flyers, or vending of any kind may be done by strolling through the festival grounds.
14. The Festival Committee reserves the right to cancel any vendor agreement/partnerships/sponsorship, in writing, at any time, for any reason.
15. The BOF Festival and its organizers do not warrant or guarantee any particular results of the Festival, nor does it guarantee a particular number of attendees or exhibitors.
16. All vendors are responsible for filing their own taxes with the state. All persons, companies or organizations renting booth/concession space do so as independent contractors and not as employees or agents of the Festival or its management herein, and as such assume all responsibility for withholding taxes, Social Security, State taxes, Public liability and Worker's Compensation Insurance and also assume responsibility for insurance coverage to, from, and during the Festival and for accident or injury to himself and/or his equipment.
17. Pet are not allowed on the festival grounds, however: officially designated "service animals" are permitted.
18. Vendors and all employees must be properly attired at all times.
19. All booths must be manned at all times during the festival.
20. Megaphones and electronic amplification are not permitted. No radios, tape players, offensive noise, or distractions are permitted in booth spaces. Common courtesy to event attendees, volunteers, and festival personnel is expected of all participants.
21. No bikes, scooters, skateboards, or roller blades are permitted.
22. No glass bottles are allowed in the park. Items may not be served in a glass container of any kind.
23. Smoking is not allowed in the park.
24. Alcoholic beverages and/or drugs and/or drug paraphernalia are not permitted on park property. Vendors will not be allowed to consume, serve or sell alcoholic beverages of any kind on park property. Vendors are not permitted to bring alcohol into the park.

Any violation of the rules and regulations stated above will exclude vendors from participating in future shows and may result in the loss of exhibit space without a refund. Your request to exhibit or sell will imply acceptance of these rules and regulations. Vendors who do not abide by our rules may be asked to leave and will not receive a refund.

# The Most Important Way to Help Prevent Foodborne Illness

Since the staff at temporary food service events may not be professionals, it is important that they be thoroughly instructed in the proper method of washing their hands. The following may serve as a guide:

1. Use soap and running warm water to wash hands
2. Rub your hands vigorously as you wash them for at least 20 seconds
  - Back of hands
  - Wrists and forearms up to elbows
  - Between fingers
  - Under fingernails
3. Rinse your hands thoroughly
4. Dry hands with a single-service paper towel
5. Turn off the water using paper towel instead of your bare hands



Wash your hands in this fashion before you begin work and frequently during the day, especially after performing any of these activities:

- After touching bare human body parts other than clean hands and clean, exposed portions of arms;
- After using the toilet facilities;
- After caring for or handling animals;
- After coughing, sneezing, using a handkerchief or disposable tissue;
- After drinking, using tobacco, or eating;
- After handling soiled surfaces, equipment or utensils;
- During food preparation, as often as necessary to remove soil and contamination and to prevent cross-contamination when changing tasks;
- When switching between working with raw foods and working with ready-to-eat food;
- Directly before touching ready-to-eat food or food-contact surfaces; and
- After engaging in other activities that contaminate the hands.

**REMEMBER:** Do not touch ready-to-eat food with bare hands: use a clean and sanitized utensil, deli tissue or single use gloves.



**For More Information**  
**Contact your County Health Department**  
**Environmental Health Specialist who can**  
**provide you with information about how to**  
**operate at temporary events safely.**



**Georgia Department of Public Health**  
**Environmental Health Section**  
**(404) 657-6534**  
**[www.georgiaeh.us](http://www.georgiaeh.us)**

# Food Safety At Non-Profit Temporary Events





## THE TOP FIVE RISK FACTORS THAT CAUSE FOODBORNE ILLNESS

From past experience, the U.S. Centers for Disease Control and Prevention list these five circumstances as the ones most likely to cause illnesses. Check through the list to make sure your event has covered these common causes of foodborne illness:

### ❖ Improper Holding Temperatures

Up to 90% of all food poisoning cases occur when foods are not held at proper temperatures. Always keep hot and cold foods at required temperatures.

### ❖ Inadequate Cooking Temperatures

The Food and Drug Administration establishes internal temperatures for cooked foods. All foods should be cooked to these temperatures and checked with a probe thermometer.

### ❖ Contaminated Equipment

Contaminated utensils and equipment lead to cross contamination of food. All utensils and equipment should be properly cleaned and sanitized at least once every 4 hours or more frequently as needed.

### ❖ Poor Personal Hygiene

Poor hand washing habits and food handlers working while sick are implicated in 1 out of 4 foodborne illnesses. Ensure proper hand washing and never allow sick employees to handle food, utensils and equipment.

### ❖ Food from Unsafe Sources

All foods must be obtained from approved sources that comply with applicable laws and regulations.

## NON PROFIT FOOD SERVICE LAW

Each year in Georgia, communities around the state have various events, fairs, and festivals sponsored by non-profit organizations involving the service of food. Under the Georgia Non-Profit Food Service Law, a county or municipality is authorized to issue permits for the operation of non-profit food service at events that last 120 hours or less sponsored by the county, municipality, or a non-profit organization. The law specifies food safety standards that must be met to protect the public's health. The law authorizes the county boards of health to provide staff assistance to organizations at events covered under this law for the purpose of providing food safety education.

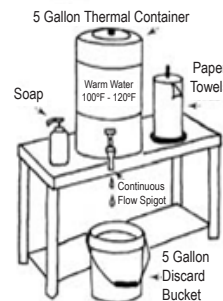


### Provide Shelter:

Protection from Environmental Contamination

### Employee Health, Washing Hands, and No Bare Hand Contact with Ready-to-Eat Food:

Protection from Food Workers as a Source of Contamination



### Keep Food at Safe Hot and Cold Temperatures:

Protection from Foodborne Illness Pathogens

## STANDARDS FOR FOOD SAFETY: O.C.G.A. 26-2-392

- Food shall be in sound condition, free from spoilage, filth, or other contamination and shall be safe for human consumption
- Food must be purchased from licensed food processing establishments — home canned or packaged food is not allowed.
- Food must be protected from potential contamination from vermin, the environment, and people at all times.
- The temperature of potentially hazardous foods such as meat, poultry, fish etc., must be held at safe temperatures of at least 140°F or higher, if held hot, and at least 45°F or less, if held cold.
- Foods such as pastries filled with cream or synthetic cream; custards; or salads containing meat, poultry, eggs, or fish such as tuna or ham salad can not be prepared and served without a hazard control program.
- Frozen desserts must be made from commercially pasteurized mixes.
- Suitable utensils must be used to eliminate hand contact with cooked food.
- All utensils and equipment must be cleaned periodically to prevent buildup of food.
- Ice that is consumed or that contacts food must be purchased from a commercially prepared and inspected source and protected from contamination. Ice used for cooling food shall not be used for consumption.
- Unused or unsold food cannot be transported to another location for sale and or service.
- Food items which have been packaged, bottled, or canned in unapproved facilities are not allowed.
- Provide a convenient hand washing facility available for employee hand washing. This facility shall consist of, at least, running water and individual paper towels.