



Catoosa County Parks and Recreation
749 Pine Grove Rd Ringgold, Ga 30736
706-891-4199

Catoosa County Parks and Recreation cordially invites you to participate as a vendor in the Catoosa County Independence Day Celebration. We are expecting a great turnout and hope that you will join us. In an effort to improve the vendor experience, this vendor packet features new sections and rules / requirements. Please read thoroughly and review the enclosed insurance and permit requirements. The Catoosa County Independence Day Celebration is a growing event and we have made changes to create the best experience possible for vendors, sponsors and attendees. Thank you.

WHO: This invitation is extended to any organization wishing to participate by selling food or beverages at the Catoosa County Independence Day Celebration.

WHEN: Saturday July 2nd, 2022

DEADLINE: Jun 17, 2022

COST: \$250

EVENT DETAILS

Catoosa County Independence Day Celebration

- **Vendor Set up time is 2:30 PM - 4:30 PM Saturday July 2nd**
- **All vendors must remain in place until 10:00 PM**
- Your vendor location will be assigned to you upon application acceptance and be determined on a first come first served basis.

Fees

- **\$100** is due with this application. The remaining \$150 is due upon application acceptance.
- Payment to be made to Catoosa County Parks and Recreation, 749 Pine Grove Rd, Ringgold, GA 30736.

Vendor Registration Form

Organization or Business Name: _____

Contact Person: _____

Phone: _____ Cell Phone: _____

Address: _____

City/State/Zip: _____

Email Address: _____ Fax: _____

Describe all items that will be sold. If food, a specific list must be included (or attached if separate):

If needed, list special needs and considerations. Refer to Rules & Requirements #7:

REMINDER: Vendors selling the same items will be limited and accepted according to a first come, first served basis.

VENDOR SPACE FOOTPRINT - REQUIRED To ensure that adequate space is mapped out for your needs, a drawing of your complete vendor unit is required. Use the space provided below or attach a sketch. Include dimensions for canopy tents, vehicles (hood to hitch), food trucks and trailers. Note location of vending windows for customer line-up. Please label all elements that will remain within your vendor space during the event. This includes: tents, generators, and inventory space. Remember, vehicles not being directly used for food service will be required to be parked outside the designated vendor zone.

VENDOR RULES & REQUIREMENTS

1. In an effort to provide optimal sales for vendors we limit similar vendors on a first come, first served basis.
2. All tents and canopy structures must be weighted (not staked) with 40 pound weights at each corner.
3. Participants will be required to provide their own electricity and water.
4. Vendors must have a mobile food service license from their County Health Department, and it must be included with the application and displayed at the event.
5. Vendors are required to maintain general liability insurance which names Catoosa County as an additional insured throughout the event, such insurance shall be in the amount of not less than one million dollars single limit.
6. The Vendor agrees to indemnify and hold harmless Catoosa County and their employees for any damages or injuries to any person(s) or property during the set up, operation or breakdown of the event.
7. If you have special needs regarding space or location it must be noted with your application.
8. After unloading, all additional support vehicles must be moved outside of the vendor area.
9. If you will be loading and unloading any additional/ support vehicles on County property, proof of vehicle insurance and registration is required with your application.
10. Vendor space location and size will be mapped out according to the dimensions and special needs you note on the application.
11. Vendors with a larger set-up than specified will not be permitted to set-up. If adequate space is available, after all vendors have arrived, a new location will be assigned and additional fee will have to be paid onsite if applicable.
12. To secure your space all required documentation and a completed and signed application with full deposit must be submitted.
13. You must agree to be set-up and able to serve food by 5:00 PM Saturday July 2nd, 2022 and remain set-up until 10:00 PM Saturday July 2nd, 2022. Absolutely no vehicles will be allowed to set up outside of the set up window, or leave before the event is over.
14. Application is due 1 week after this invitation is sent.

I have read and agree to abide by all rules and requirements set forth in this application and by Catoosa County. I understand the importance of noting vendor space size and listing the items which will be sold from my booth. I further certify that I will have all proper insurance, licensing and permits necessary in effect for Saturday July 2nd, 2022.

Vendor Signature

Date

Make checks / money orders payable to: Catoosa County Parks and Recreation.
Return application and payment to: 749 Pine Grove Rd Ringgold, Ga 30736

DEADLINE FOR REGISTRATION – Jun 17, 2022