



Vendor Requirements

Arts and Crafts Festival 10am-5pm

September 22, 2018

1. Completed Vendor applications will be accepted on a first come first serve basis starting July 20, 2018 at 8am and ending August 31, 2018 at 5pm.
2. Set up time begins at **8:00 am** on Saturday, September 22nd.
3. Booth Sizes are 15 x 15 and all are outdoors at Center Park at Centerville.
4. The vendor fee is \$35 per booth. **No refunds will be given.** (Checks should be made out to “City of Centerville”.)
5. All vendors are required to bring all their own materials. No chairs, tables, or tents will be provided for the Fall Festival.
6. If you sign up as a vendor, you are expected to be present during the entire event. Vendors may **not** pack up early.
7. The Centerville Fall Festival Committee reserves the right to accept and or reject any application.
8. Arts and Crafts are the primary goal for this festival. No vendors may offer for sale any resale items, flea market, garage sale items, etc.
9. As trash receptacles will be available throughout the course of the event we expect all vendors to thoroughly clean up their booths between the hours of 5 and 6 pm on the day of the event.
10. All exhibit materials or equipment not removed from the site by 8:00 pm on the day of the event will be considered abandoned by the exhibitor and will become property of the City of Centerville.
11. A limited number of food vendors will be accepted. Please speak with the Director of Marketing if you are a food vendor and are interested in being a part of the Centerville Fall Festival (Contact information on Bottom of the Page).
12. You will hear back from the Fall Festival committee within one week of receiving your application.

Contact Information:
City Hall: 478.953.4734
Ask for Kate Hogan or Alicia Mikowski
Email any questions to:
khogan@centerville.mgacoxmail.com



Vendor Agreement

Arts and Crafts Festival 10am-5pm

September 22, 2018

This Vendor Agreement (“Agreement”) is made and entered into this ____ day of _____, 20__ by and between the City of Centerville, a municipal corporation existing under the laws of the State Georgia, (“City”) and _____ (“Vendor”) (collectively, the “Parties”).

AGREEMENT

NOW THEREFORE, The Parties agree as follows:

1. Vendor Responsibilities.
 - a. Bring products to offer for sale to the public attending Centerville’s Fall Festival on September 22, 2018 from 10:00 a.m. until 5:00 p.m.
 - b. Set up and break down and clean up vendor area before and after Fall Festival. Set up may begin at 8:00 a.m. and break down/clean up must be completed between 5:00 p.m. and 6:00 p.m.
2. City Responsibilities
 - a. City will provide Vendor with space for their booth.
3. Term. Unless earlier terminated, this Agreement will be effective from 8:00 a.m. until 6:00 p.m. on September 22, 2018.
4. Indemnity. Vendor will, with respect to the services provided in connection with this Agreement, defend, indemnify, and hold harmless the City, its elected and appointed officers, employees, and volunteers harmless from and against any and all liens and claims by firms or individuals claiming through Vendor, and all claims for compensation, the death or bodily injury to persons, injury to property, or other loss, damage, or expense arising from or related to the services of Vendor, its subcontractors, agents or employees. Vendor will not be obligated under this Agreement to indemnify City to the extent that the

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damage is caused by the sole or active negligence or willful misconduct of City, its agents or employees.

5. Compliance With Laws. Vendor will comply with all applicable local, state and federal laws and regulations including, but not limited to, those prohibiting discrimination and harassment and will pay a \$35.00 fee per 15' X 15' vendor space to participate in Centerville's Fall Festival, payable upon submission of this Vendor Agreement. The fee is non-refundable.
6. Termination. Without limitation to such rights or remedies as City will otherwise have by law, City will have the right to terminate this Agreement without notice to Vendor. Vendor agrees to cease all work under this Agreement upon notification of termination by the City. Upon termination or expiration of this Agreement, the obligations of the Parties will cease, except from those provided under Section 4.
7. Independent Contractor. It is expressly agreed that in the performance of the services under this Agreement, Vendor will at all times be considered an independent contractor, under control of the City as to the result of the work but not the means by which the result is accomplished. Nothing in this Agreement will be construed to make Vendor an agent or employee of City while providing services under this Agreement.
8. Nonassignability. The Parties recognize that this Agreement is for the personal services of Vendor and cannot be transferred, assigned, or subcontracted by Vendor.
9. Entire Agreement; Amendment. The Vendor Application Packet, which includes the Vendor Information Sheet, the Vendor Requirements Sheet and this Vendor Agreement, represent the entire and integrated agreement between the Parties and supersedes all prior negotiations, representations, and agreements, either written or oral.
11. Governing Law. The laws of the State of Georgia will govern this Agreement.

IN WITNESS WHEREOF, City and Vendor have executed this Agreement the day and year first above written.

VENDOR:

CITY:

By: _____

By: _____

Printed Name and Title

Printed Name and Title

ATTEST:

By: _____

City Clerk

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Vendor Information

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Name: _____ Business Name: _____

Address: _____

City: _____ County: _____ State and Zip Code: _____

Phone Number: _____ Text Messages: YES NO

Email Address: _____

Facebook Page: Yes _____ NO

Brief Description of Products: _____

Vendor Booth Cost.....\$35 x _____ (quantity)

Total Amount Due: _____

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