



2024 Event Season

Shaved Ice Saturday

Vendor Application

Dear Vendor,

Thank you for your interest in participating in the City of Centerville's Shaved Ice Saturday Events. Due to limited capacity and the high volume of interest we receive, submitting an application DOES NOT guarantee selection for ANY events. Shaved Ice Saturdays are a new event for our 2024 calendar. The purpose of this event is to allow more opportunities for your business to participate with us since we have limited availability for each of our events. Each Shaved Ice Saturday will be limited to one participant per day. If selected, you will have permission to set up and sell shaved ice in the park for the date specified. If you are interested in participating in any of our other events (Food Truck Friday, Military Child Event, Christmas in July, Bubble Bash) you will need to also complete and submit the separate 2024 Event Season Food Service Vendor Application.

All vendors must submit a completed application to be considered for acceptance. Application deadline is February 9, 2024. Applications received after February 9, 2024 will be placed on a vendor waitlist. Lineup selection for all food truck events will be selected by February 12, 2024. Should an opportunity become available for an event, a vendor on the waitlist will be contacted directly.

Submitting an application does not guarantee you a spot at any event. The Centerville Event Committee will review your application and get back to you regarding a decision no later than Monday, February 12th at 5:00pm.

Vendors who are selected will be contacted directly with information including dates chosen and payment information. Set-up instructions will be emailed to selected vendors approximately one week prior to the event.

Please contact me via any of the methods below if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Tess Chambers", with a large, stylized initial "T" and a long, flowing underline.

Tess Chambers

Special Events and Marketing Coordinator

City of Centerville

300 E. Church Street

Centerville, GA 31028

tchambers@centerville.mgacoxmail.com

O: (478) 953-4734 ext. 215

C: (478) 796-4549



2024 Event Season Shaved Ice Saturday

Vendor Application Rules & Regulations

This application is only for enclosed food trucks / trailers.

A maximum number of 1 food truck will be accepted for each of these events.

EVENT AREA AND BOOTH SPACE:

The event area for vendors will be in Center Park at Centerville located at 103 E Church Street, Centerville, Georgia. The entry fee is \$50 for each event. ***You will be notified by the Centerville Event Committee regarding a decision no later than Monday, February 12, 2024, at 5:00pm. Submitting an application does not guarantee you a spot at any event.***

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

ENTRY REQUIREMENTS:

1. Submit three (3) photos of your display set-up and **current menu**.
2. Once approved, you will be contacted directly to set payment(s).
3. Complete and sign the application form which includes a Hold Harmless Agreement. The form must be signed if you wish to participate in food truck events.
4. A copy of a \$1 million dollar liability insurance policy must be submitted with your application.
5. Copy of current Food Service Permit (*If you do not have a permit, a Temporary Food Service Permit Application must be submitted to the Houston County Health Department at least two weeks prior to the event.*)

Food truck/trailer must be able to pass a local fire inspection and Houston County Health Department inspection.

SECURITY AND INSURANCE:

The City of Centerville cannot be responsible or liable for any injury in your booth, to any customer or vendor and/or, loss and/or damage to property in your booth for any reason. You will be responsible for any insurance coverage for your personal property and/or injury to any customer/persons in your designated area.

DISPLAYS, TABLES AND CHAIRS:

Vendors must bring their own display materials such as easels, display screens, shelves, etc. All tables and/or chairs must be furnished by the vendor. Your area must be left clean at the end of the event. Trash receptacles will be available throughout the park. Failure to leave area clean will affect your participation in future events.

SET UP AND BREAKDOWN:

You will receive specific set-up times and breakdown directions prior to each event.

SMOKING IS NOT ALLOWED AT CENTER PARK!

My signature below signifies that I have read and understand the rules and regulations.

I _____, with _____

organization/business agree to the vendor rules and regulations listed on this page.

For questions, please contact Tess Chambers at (478) 953-4734 or email to tchambers@centerville.mgacoxmail.com



2024 Event Season

Shaved Ice Saturday

Shaved Ice Vendor Application

VENDOR INFORMATION

Business Name		Facebook or Website	
Contact Name			
Address			
City		State	Zip
Telephone		E-Mail	
Please list three (3) previous shows you have participated in as a vendor:			
Application Requirements:			
<input type="checkbox"/> Attached Certificate of Insurance <input type="checkbox"/> Photos of Truck/ Trailer set up <input type="checkbox"/> Current menu			
<input type="checkbox"/> \$50 Per Event (to be paid after selection of vendors)			
Trailer Size			
Submit Application And Photos to:		Centerville City Hall: 300 E. Church Street, Centerville, GA 31028 or email to: tchambers@centerville.mgacoxmail.com	
Deadline		February 9, 2024: You may send your application any time before the deadline. Incomplete applications will not be considered. Applications received after the deadline will be added to a vendor waitlist.	
Acceptance		The Centerville Event Committee will choose the participants. Previous participation in Centerville events does not guarantee acceptance. The Centerville Event Committee will review your application and get back to you regarding a decision no later than Monday, February 12, 2024, at 5:00pm.	
Please select the event dates you are interested in from the list below			
Due to the limited capacity and the high volume of interest we receive, submitting an application DOES NOT guarantee selection for ANY event.			
<input type="checkbox"/> May 18, 2024 Shaved Ice Saturday 11:00-4:00 PM <input type="checkbox"/> June 15, 2024 Shaved Ice Saturday 11:00-4:00 PM		<input type="checkbox"/> July 13, 2024 Shaved Ice Saturday 11:00-4:00pm <input type="checkbox"/> August 17, 2024 Shaved Ice Saturday 11:00-4:00 PM	
APPLICANT SIGNATURE:		DATE:	
I have read and fully understand all the details as set forth and agree to abide by all exhibit rules and regulations which are part of this contract. I agree to hereby indemnify and hold harmless the City of Centerville, and all organizations and persons sponsoring, managing or in any other way participating in Centerville Events from any loss, claim, penalty, or lawsuit in any way arising from my operation or involvement with the event.			

For questions, please contact Tess Chambers at (4780 953-4734 or email tchambers@centerville.mgacoxmail.com