



# Independence Day Celebration

## Friday, June 28th, 2024

### Food Service Vendor Application Letter

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Dear Vendor,

Thank you for your interest in participating in the City of Centerville's Independence Day Celebration scheduled for Friday, June 28, 2024, from 6:00 – 10:00 PM in Center Park. Due to the limited capacity and the high volume of interest we receive, submitting an application DOES NOT guarantee selection for this event.

All vendors must submit a completed application to be considered for acceptance. Application deadline is May 20, 2024. Applications received after May 20, 2024, will be placed on a vendor waitlist. Lineup will be selected by May 24, 2024. Should an opportunity open for this event, a vendor on the waitlist will be contacted directly.

**Submitting an application does not guarantee you a spot at this event. The Centerville Event Committee will review your application and get back to you regarding a decision no later than Friday, May 24th at 5:00pm.**

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

Please contact me directly if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Tess Chambers", with a long, flowing underline.

**Tess Chambers**

***Special Events and Marketing Coordinator***

City of Centerville

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Centerville, GA 31028

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# Independence Day Celebration

## Friday, June 28th, 2024

### Food Service Vendor Application Rules & Regulations

***This application is only for enclosed food trucks / trailers and beverage vendors.***

**A maximum number of 10 food trucks will be accepted for this event.**

#### **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 \$150 for this event. ***You will be notified by the Centerville Event Committee as to your acceptance. The location assigned to you is based on order of submission and the needs of the event.*** In your notification, you will be given arrival and set-up instructions. ***Submitting an application does not guarantee you a spot at this event.*** The Centerville Event Committee will review your application and get back to you regarding a decision no later than, May 24, 2024, at 5:00pm.

***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 for fee payment.
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:**

Centerville Police will be on duty during the event. However, we 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 with your confirmation. After positioning trailers and unloading vendors must unhook trailers from vehicles. ***Vehicles are not permitted to stay at your booth set-up. Vehicles must be unloaded and moved to vendor parking area. No exceptions***

**SMOKING IS NOT ALLOWED AT CENTER PARK!**

My signature below signifies that I have read and understand the rules and regulations, including the requirement to unhook trailers from vehicles.

I \_\_\_\_\_, with \_\_\_\_\_

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



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### Food Service Vendor Application

#### VENDOR INFORMATION

Business Name		Facebook or Website
Contact Name		
Address		
City	State	Zip
Telephone	E-Mail	
Please list three (3) previous events you have participated in as a vendor:		
Application Submission:		
Application Requirements:		
<input type="checkbox"/> Attached Certificate of Insurance <input type="checkbox"/> Photos of Truck/ Trailer Set up <input type="checkbox"/> Attached copy of Food Permit <input type="checkbox"/> Copy of Menu		
<input type="checkbox"/> \$150 Fee (You will be contacted for payment if selected. A \$1.80 processing fee applies to all credit/debit payments)		
Trailer Size		
Submit Application And Photos to:	Centerville City Hall: 300 E. Church Street, Centerville, GA 31028 or emailed to: tchambers@centerville.mgacoxmail.com	Checks should be made payable to: <b>City of Centerville</b>
Deadline	<b>May 20, 2024:</b> You may send your application any time before the deadline. Incomplete applications will not be considered.	
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 May 24, 2024, at 5:00pm.	
<i>Due to the limited capacity and the high volume of interest we receive, submitting an application <b>DOES NOT</b> guarantee selection for ANY and ALL events</i>		
<b>Submitting an application does not guarantee you a spot at this event. The Centerville Event Committee will review your application and get back to you regarding a decision no later than Friday, May 24th at 5:00pm.</b>		
<b>APPLICANT SIGNATURE:</b>		<b>DATE:</b>
<i>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.</i>		

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