



Dear Vendor,

Thank you for your participation in the City of Woodstock's Christmas Jubilee Festival!

Your application has been accepted and we look forward to seeing you Saturday, December 3rd !

Listed below are key details that will help make the day run smoothly. Please read the important rules and instructions and share with the others in your group. Be sure ***everyone in your group*** knows the rules and instructions before they arrive. Always check the website *before* heading out to any event!

It is our hope to have a safe and happy festival for all from start to finish! Thank you again for your participation this year!

Good luck and have a fun, successful day!

Marybeth Stockdale



Special Events Coordinator
City of Woodstock
Parks and Recreation Department
mstockdale@woodstockga.gov
770-592-6000 ext. 1952

105 East Main Street, Suite 142 • Woodstock, GA • 30188 • 770-592-6000 ext. 1952

mstockdale@woodstockga.gov

www.WoodstockParksandRec.com

City Sponsored Event

www.WoodstockConcertSeries.com

Christmas Jubilee Parade of Lights & Festival

VENDOR / FOOD VENDOR – Instructions, Rules, & Codes of Conduct

Saturday, December 3, 2022

6:00 pm – 9:30 pm

APPLICATIONS & PAYMENTS

- Vendor applications must be submitted by the **deadline of November 21, 2022**.
- ALL vendors are chosen at the discretion of City of Woodstock event staff, not by first come, first served.
- Your application can be denied for any reason.
- All vendors agree to display and sell only those goods described on their application.
- E-mail mstockdale@woodstockga.gov with any questions. We look forward to another exciting and successful event for all! Our goal is to have our guests start off the holiday season with fun traditions and happy memories!
- Check the website for updates before heading out to any event.

CANCELLATIONS

- Any cancellation by applicant will result in forfeiture of all fees.
- There will be no rain date.
- There will be no refunds because of the weather unless the City of Woodstock cancels the event due to inclement weather.
- The City of Woodstock reserves the right to cancel an event for any reason at any time.

REFUNDS

- We do not guarantee sales, participation, or visitation by event guests to your booth area.
- Event staff has the right to assign vendors booth space to areas at their own discretion.
- No refunds will be given based on lack of sales, location of booth, competing vendors, etc.
- Getting your application in early does not guarantee you a certain space in the park.

WEATHER POLICY

- It is a rain or shine event, unless inclement weather rolls in.
- Bring tarps or drop cloths for quick cover if rain occurs unexpectedly.
- Check our website or Facebook page for delays or cancellations.
- You will also be notified via e-mail and phone call, if necessary, in the event of a delay or cancellation.
- Every effort will be made to put on the event including a delay in starting the festival due to severe weather.
- We will plan for the festival to go on as usual until then.
- THE EVENT WILL NOT BE RESCHEDULED.

ANIMALS & PETS

- No pets, other than service animals, are allowed.

DRONES

- All unmanned aerial systems, unmanned aerial vehicles, drones, or other flying devices are strictly prohibited.

ELECTRICITY

- Electricity will be provided ONLY to those applicants who request electricity on their application and pay the designated fee.
- Applicants requesting electricity will be required to provide their own electrical cords.
- Due to limited power in the park, it will be assigned first to those who need it as part of their business.
- Be specific on your application. (Fans, heaters, radios, etc. are not necessities) Only 110-volt outlets available.

GENERATORS

- Generators must receive prior approval before use. Quiet generators only.

ALCOHOL

- Consumption or sale of alcoholic beverages is strictly prohibited.
- For safety reasons, no alcoholic beverages are allowed to be consumed at any time by vendors during the event.
- Any vendor believed to be under the influence of any intoxicating or impairing substance will not be allowed to participate in the event.

BOOTH SPACE

- Vendors are responsible for the set-up and take-down of their own booths and are responsible for providing their own set-up materials including tables, chairs, tents, etc.
- NO STAKES ALLOWED. WATER JUGS, WEIGHTS, AND SANDBAGS ONLY. You will be charged for repairs to the irrigation system.
- Vendors are required to keep their booth space clean, neat, free of hazards, and decorated in an attractive manner.
- All displayed items must be appropriate for family viewing.
- All trash must be disposed of properly.
- Everything must be removed from the park immediately after the event.
- Anything left overnight will be considered abandoned and disposed of accordingly.

FOOD VENDORS

- All food vendors must comply with all applicable Health Department Food Handling Guidelines.
- Food vendors with grease or oil must have at their site, a Class K fire extinguisher.
- Food vendors with any heating device must have a Class ABC fire extinguisher at their site.
- All food vendors on concrete only and must use mats for grease drips and spills.
- If grease or oil is dumped down storm/sewer drains, you will be responsible for cleanup costs and fines.

SET UP & TAKE DOWN DETAILS

- Vendors **MUST** check in with staff prior to setting up, and must set up in assigned area, only.
- You will not be allowed to set up early, this is strictly enforced.
- Setting up your booth prior to designated check in time or setting up your booth in an area other than the one assigned, may result in dismissal from festival grounds.
- Vendor parking is located at Chattahoochee Technical College and The City Center across the street from the park. Please park there after dropping your event supplies off at the park.
- **See the vendor directions, instructions, and load in map on the website. These are extremely useful and necessary.**
- Vendors agree to be present for all scheduled event hours. No early breakdowns or set ups.
- Anyone attempting to load in early will have to wait outside the park until their set up time.
- Those arriving after their set up time will be turned away with no refund.

EVENT & LOAD IN/OUT TIMES

2:00 pm - 3:15 pm	Non-Food Vendors load in.
3:30 pm - 4:30 pm	Food Vendors load in.
5:15 pm	Roads close for parade.
5:30 pm	Parade starts.
5:45 pm	All vendors ready for business.
6:00 pm	The festival begins immediately following the parade.
9:00 pm	Festival end time. You may stay open after 9 pm if customers still walking around. Santa stays in the gazebo until all the kids have had their visit.

GENERAL RULES & CODES OF CONDUCT

Vendors will not engage in behavior that unreasonably endangers the safety of any person at the event.

Conduct on the part of any vendor that may embarrass the City of Woodstock will be cause for immediate removal from the event by event officials.

Vendors whose sole purpose is to advocate for a particular candidate, political party, or religious belief, must do so in a positive manner which would not disparage any other entry, political party, candidate, or religious belief. Any vendor that violates this rule is subject to removal from the event. The City of Woodstock's events are not partisan. The City has determined there are adequate venues for public demonstration and protests and that active civil disobedience during the event would be detrimental to the goals and purposes of the event.

The City of Woodstock reserves the right to refuse an entry into the event if, in its sole judgement, it determines that the entry is controversial, unlawful, obscene, vulgar, defamatory, offensive to local community standards, or otherwise considered to be inconsistent with the standards, theme, quality, or purposes of the event.

Any points not covered above or elsewhere are subject to settlement by the City of Woodstock Event Management. Any violation of these rules and regulations by any vendor could forfeit all monies that have been paid. The City of Woodstock and Event Management reserve the right to terminate the agreement for booth space. Written notice by Event Management to terminate the agreement for booth space is not required.

Vendors assume all responsibility for loss or damage of any kind to their property during events. Vendors agree to indemnify and defend said event(s), the City of Woodstock, and its employees against all claims or expenses arising out of the use of exhibit space.

Submission of application signifies acceptance and compliance of rules and codes of conduct. Participants agree to abide by all rules, instructions, and decisions made by event officials. Failure to abide by rules, instructions, and decisions are grounds for removal from the event. It is the responsibility of each Participant to ensure that everyone in their organization is aware of and agrees to comply with these rules. Flagrant violations of these rules may prevent future participation by that organization and/or individuals involved.

I agree to the terms of this application and will instruct members of my organization and/or volunteers to abide by its instructions, rules, and codes of conduct.

I agree to have every staff/volunteer at my booth, sign the Group City of Woodstock Accident Waiver & Release of Liability/COVID-19 Waiver of Liability prior to the start of the event. I agree to have the signature sheet ready to be picked up at the event by City of Woodstock staff before we will be allowed to participate in the event.

You will need to print a copy of the group waiver. The printable version of the Group Waiver and the Instructions, Rules, & Codes of Conduct, can be found on our website www.WoodstockParksandRec.com under Special Events, Event Details, then the Christmas Jubilee page.

Failure to read and understand these directions could lead to disqualification from this and future events.

Please be patient with us and each other!

Thanks again for your participation!

See you next time!

