



Dear Vendor,

Thank you for your participation in the City of Woodstock's July 4th Spectacular Festival!

Your application has been accepted and we look forward to seeing you Monday, July 4th!

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** 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! Don't forget to sign up for the Halloween Trail of Tricks & Treats on October 31st and Christmas Jubilee on December 3rd!

Good luck and have a fun, successful day!

Marybeth Stockdale

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www.WoodstockParksandRec.com

City Sponsored Event

www.WoodstockConcertSeries.com

July 4th Spectacular

Vendor

Instructions, Rules, & Codes of Conduct

CANCELLATIONS

Any cancellations after acceptance into event(s) will result in forfeiture of all fees by applicant.

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 for quick cover if rain occurs unexpectedly.

Check our website or Facebook page for delays or cancellations.

You will 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.

ACCIDENT WAIVER AND RELEASE OF LIABILITY FORM

All vendors are required to print and sign this form. This waiver will be collected by staff after vendor load in. No one is allowed to participate unless they have signed the waiver. For groups, the applicant is responsible to ensure all staff/volunteers have signed the waiver.

CITY OF WOODSTOCK - CERTIFICATE OF INSURANCE (Possible Requirement)

Any vendor selling or giving samples of food, beverages, ingestible products, or services requiring physical touch, make up, face painting, oils, and any other material that is applied to the body will be required to provide a certificate of insurance for this event. For example: face painting, temporary tattoos, lotion samples, food samples, soap, cosmetics, oils, chiropractors, massages, food vendors, etc. We must receive a Certificate of Insurance showing current liability insurance before you may participate in the event. E-mail mstockdale@woodstockga.gov for insurance requirements.

VENDORS & EXHIBITORS

Exhibitors and vendors agree to be present for all scheduled event hours.

No early breakdowns.

All exhibitors and vendors agree to display and sell only those goods described on their application.

ANIMALS & PETS

No pets, other than service animals, are allowed.

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.

DRONES

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

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.

BOOTH SPACE

Exhibitors and vendors are responsible for the set-up and take-down of their own booths.

All exhibitors and vendors will decorate their booths in an attractive manner, and are responsible for providing their own set-up materials including tables, chairs, tents, etc.

All displayed items must be appropriate for family viewing.

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.

All trash must be disposed of properly.

NO STAKES ALLOWED. WATER JUGS, WEIGHTS, AND SANDBAGS ONLY. You will be charged for repairs to the sprinkler system or water/electrical lines if stakes are used.

Exhibitors and vendors are required to keep their booth space clean, neat, and free of hazards.

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

LOAD IN INFORMATION

Vendors and exhibitors MUST check in with staff prior to setting up and must set up in assigned area only.

You will not be allowed to unload prior to your assigned load in time, this is strictly enforced.

No one can set up prior to receiving their booth assignment from staff. Setting up your booth prior to designated check in time or setting up your booth in an area other than the one assigned will be grounds for dismissal from festival grounds.

Exhibitors and vendors agree to have their booth set up and ready for business by designated times as scheduled by the Event Coordinator.

Everything must be removed from the park immediately after the event.

Anything left overnight will be considered abandoned and disposed of accordingly.

Vendor parking is located on the lower level of the park by the amphitheater, 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.

EVENT & LOAD IN/OUT TIMES

Non-Food Vendors set up on the day of event is from **7:00 am - 8:00 am**.

Food Vendors set up on the day of event is from **8:30 am - 9:30 am**.

The festival begins immediately following the parade, approximately 10:30 am.

The festival ends at 3:00 pm. No early breakdowns.

It is extremely important that you arrive at your set up time. 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 by the police with no refund.

VENDOR LOAD IN & OUT INSTRUCTIONS

Parking, Check In, Set Up and Take Down

1. All vendors must enter the park from Arnold Mill Rd. onto E. Main St. A police officer will check for your VENDOR PASS on your dashboard to let you through the roadblock on Arnold Mill Rd. Please remember to use your pass, stopping will only cause a backup and a delay in getting your booths set up.
2. Check in at Registration Booth for Site Assignment.
3. Drop off your thing's curbside at front of park, and immediately park your car. We will have someone there to watch these things while you park your car. Do not leave your car to go set up your booth, it must be parked off site.
4. Exit the parking lot at the other end of E. Main St. just past Vincenzo's Restaurant and the portable restrooms. Turn right onto Main St.
5. Park your car at Chattahoochee Tech. College on the right (1 ½ blocks north of the park).
6. Walk back to the park to set up your vending area.
7. Tear down starts **no earlier** than 3:00 pm. You are free to stay later if your booth is still conducting business. Tearing down early may ban you from future events.
8. We recommend packing everything at your site and then moving it to the curb for pick up. Again, we will try to have someone there while you go get your car.
9. Loading of vehicles will be the reverse of the unloading procedure. From the parking lot at Chattahoochee Tech. College, turn left on East Main St. Pull to the front of the park to load your things.
10. Please be patient and careful as the food vendors will also be in the area. We will try to move cars through as quickly as possible.
11. Leave the park by pulling out directly onto Arnold Mill Rd.

GENERAL RULES & CODES OF CONDUCT

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 exhibitor 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.

Exhibitors and vendors assume all responsibility for loss or damage of any kind to their property during events.

Exhibitors and 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.

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!

