



Coastal Georgia Community Action Memorial Day Concert

Vendor's Registration Form

Checklist:

- Completed and signed application form
- List items to be sold and their pricing
- Photograph of setup (picture on website is fine)
- Check or Money Order

Sunday, May 26, 2019

Bryant Commons Park
38 W. Oglethorpe Hwy.
Hinesville, Georgia 31313
Event: 4:00 pm to 9:00 pm
RAIN OR SHINE
Set-up 12 pm – 2 pm

DEADLINE: April 30, 2019

Nonfood vendors Deadline: May 3, 2019

(Please type or print clearly)

Name:					
Name of Business:	Home phone: (_)				
Street:	Cell phone: (_)				
City, State, Zip:	*On site communications, day of concert				
Website Address:	Email:				
CHECK THOSE THAT APPLY (fees are non-refundable):					
<input type="checkbox"/> Food truck and/or Food table: \$150 <input type="checkbox"/> Arts/Craft Small Table 1 – 6' table: \$75 <input type="checkbox"/> Arts/Craft Large Table 3 – 6' tables: \$125 <input type="checkbox"/> Non-profit – Giveaways Only: 1 Concert Ticket + \$25 Space Fee					
Do you need exclusivity on your food offering? <input type="checkbox"/> YES <input type="checkbox"/> NO					
Will you be distributing free giveaways? <input type="checkbox"/> YES (Describe in email with the submission of this form) <input type="checkbox"/> NO					
Notes: Giveaways must be approved by CGCAA Vendor Coordinator					
List all items you will sell, along with a price, on the lines below. (NO additional food items can be added to your offerings after this list is submitted. In addition, see copy of food vendor's notes)					
<i>Description</i>	<i>\$</i>	<i>Description</i>	<i>\$</i>	<i>Description</i>	<i>\$</i>
Amount enclosed: \$ _____ (NON-REFUNDABLE) <input type="checkbox"/> Food truck <input type="checkbox"/> Food Table <input type="checkbox"/> A&C Small <input type="checkbox"/> A&C Large <input type="checkbox"/> Non-profit					
All fees due by May 3rd					
Make check payable to: <i>Coastal Georgia Community Action Agency</i>					
Send to: Zerik Samples, 1 Community Action Dr # A, Brunswick, GA 31520, zsamples@coastalgacaa.org					
Phone: (912) 264-3281, Ext. 123					
Signature of person who assumes responsibility for the food truck/food table on 05/26/2019:					
_____					Date _____
Signature of person who filled out this registration form:					
_____					Date _____
Note: Two persons are included in the registration fee, concert armbands will be issued. Additional person(s) at vendors table/truck are <u>required</u> to purchase concert ticket and present to CGCAA Vendor Coordinator at station set-up/installation.					

Office Use Only:

Date Received _____ Application accepted _____ Fee collected _____ Assigned space _____ Applicant notified _____



NOTES FOR FOOD VENDORS

- **Board of Health Permit**
Health Permits

All food vendors must obtain at least 30 days prior to event and have available for inspection a valid Liberty County Health Permit during the Coastal Georgia Community Action Memorial Day Concert and follow the procedures for temporary food service. The Liberty County Health Department may attend the Memorial Day Concert to check on vendors concerning the compliance in appropriate food handling.

Applications must be submitted for new food service establishments, mobile food service units, and temporary food service establishments.

Please register with the Liberty County Environmental Health Department and contact them for additional information regarding these permits at:

(912)368- 5520 | 1113 East Oglethorpe Highway, Hinesville, GA 31313 | liberty.eh@dph.ga.gov

- **Power | Electricity | Supplies** Vendors are responsible for supplying their own electricity, water, ice and coolers for the event. Fire extinguishers are required for food vendors. Vendors must use “whisper” type generators. Food vendors must supply their own coolers.

We have very limited spaces with access to electricity. They will be given on a first-come, first-served basis. Extension cords will also need to be provided.

- **Prohibitions** No vendor shall consume or have in his or her possession any alcohol and or illegal or controlled substance. You are required to collect sales tax and report that to the Georgia Department of Revenue.

Food Vendors should contact the City of Hinesville, Ga. regarding the regulations for the sale of beer and/or wine.

- **Accurate food items**

Additional food items not listed on the registration form may NOT be sold at the event. Food Vendors may NOT sell or giveaway Non-approved items. If directions are not followed CGCA Event Coordinator has the right to close vending operation at their discretion for the remainder of the event. Registration fee will not be refunded.

- **Confirmation**

- Confirmation will be made via email or phone call.
- If you do not have email and would like written confirmation of your reservation, please enclose a self-addressed, stamped envelope with your registration material.

CGCAA nor the Hinesville, GA Downtown Development Association will hold NO responsibility for loss from fire, water, rain, theft, or damage to any exhibits, property or equipment and NO liability for any injury.