

YOUR 'BOOTH' Tents are mandatory for all food vendors without a food truck. All tents, etc., must be clean and appropriate for the venue. **In addition, all tents must be secured with hanging weights for safety in windy conditions.**

VENDOR TRASH Food vendors are responsible for bringing the appropriate containers for your grease and carrying it home with you for disposal. Dumping grease, coffee grounds, etc. on the curb, sidewalk, or street, is strictly prohibited. Plan to take your trash and empty boxes home, or use our provided dumpster. Do not use street garbage cans for bulk garbage. Do not leave trash in your space or on the street. The festival ends at 4:00 p.m., all vendors must remain in place until that time.

FEES The fee to participate is \$125 for a 10 ft x 10 ft space, or \$150 for a 10 ft x 20 ft space. This amount is due with your application. A limited number of spaces that are accessible to 120V electricity are available for an additional \$25—electricity must be discussed at the time of application. Make all checks payable to the City of Madison.

SALES TAX State law requires that all vendors pay sales tax on their revenue from events. It is each individual's responsibility to make sure that they claim their income and collect sales tax.

HEALTH DEPARTMENT INSPECTION All food vendors must abide by all Health Department regulations, and apply for a Temporary Food Service permit from Lynette Knight at the Morgan County Health Department (706) 752-1266. Main Street reserves the right to refuse any food vendor the Health Department deems unsafe.

RAIN OR SHINE Madison Fest is a rain or shine event—only the threat of severe weather would hinder our plans for the day and no refunds will be given in the case of cancellation. Be prepared for the weather by bringing adequate protection for your booth.

MARKETING Madison Fest encourages all vendors to decorate their booth in keeping with their merchandise. Your 'look' is key to getting your name out into 'the world,' and we encourage you to promote your business during the event with stickers, business cards, postcards, freebies, social media posts, and general fun stuff. We also encourage you to follow us on social media at FB: **Main Street Madison Georgia** and IG: **mainstreetmadisonga** Once accepted to Madison Fest, you grant the City of Madison the right to use images of your products for festival promotion.

SECURITY Madison Fest believes that providing a safe and secure environment for the event is very important. Park security will be provided for Friday over-night and during event hours. However, Madison Fest will not be liable for any damage, theft, injury, or weather-related damage incurred during the festival. Your signature on the vendor application signifies your understanding and acceptance of these parameters.

DOWNTOWN MADISON, GA Madison is located 45 miles east of Atlanta, GA, off of I-20, and 30 miles south of Athens, GA, off of Hwy 441. Annual events are designed to attract visitors and locals alike to showcase Town Park and our beautiful historic downtown, it's businesses, people, and rich historic fabric. Our goal is for visitors to leave impressed and eager to return to Madison—to shop, to dine, or to attend another event. Learn more about what's going on in Madison at www.MadisonGA.com.

Booth Fee

A 10' x 10' space, (\$125) _____

A 10' x 20' space, (\$150) _____

Access to 120V Electricity (+\$25) _____

TOTAL ENCLOSED _____

Non-profit Organization Fee

\$40 per 10 ft x 10 ft space.

(Access to electricity +\$25)

TOTAL ENCLOSED _____

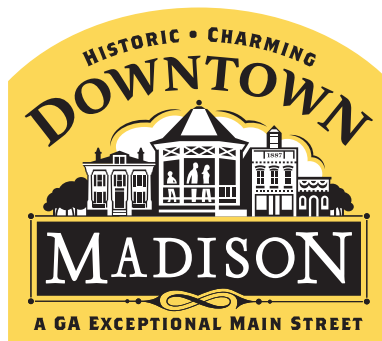


Signature _____ Date _____

MAIL OR DROP OFF APPLICATIONS:

- Mail: 132 N. Main Street, PO Box 32, Madison GA 30650—attn. Colleen Hall
- Drop off: At the **Main Street & Planning Office at 162 N. Main St.**
- Checks payable to **City of Madison**

Questions or just want to chat? Call Colleen: (706) 342-1251 x1208, or email at chall@madisonga.com



MADISONGA.COM  



4/22/23 Food Vendor MADISON FEST

Application & Participant Agreement
A Spring Arts, Crafts & Garden Marketplace
Sat. April 22, 2023, 10:00 a.m. until 4 p.m.
Madison's Town Park

Deadline To Enter: March 22, 2023

Thanks for your interest in participating in Madison Fest. The application deadline for food vendors is March 22, 2023. Spaces are limited and available on a first-come, first-served basis. We will notify you immediately via email if we have any problems with your application. If you are not accepted your money will be promptly returned to you by the City of Madison. We will not consider your application if it is not complete nor if we receive it after the deadline. A complete application includes all the information requested below, including photos of items you plan to sell and your booth set-up, plus payment—make checks payable to **City of Madison**.

Business Name: _____

Contact Name: _____

Contact Mailing Address: _____

City/State/Zip Code: _____

Contact Email Address: _____

Contact Telephone: _____ **Contact Mobile:** _____

FOOD MENU ITEMS (ALL ITEMS MUST BE LISTED TO SELL, IF NECESSARY ATTACH LIST OF ADDITIONAL ITEMS)

1) _____ \$ _____	6) _____ \$ _____
2) _____ \$ _____	7) _____ \$ _____
3) _____ \$ _____	8) _____ \$ _____
4) _____ \$ _____	9) _____ \$ _____
5) _____ \$ _____	10) _____ \$ _____

ATTACH PHOTOS—FOOD BOOTH SET-UP AND PRODUCTS A thoughtfully designed food booth combines smart planning and visual appeal. Its purpose is to draw customers to your booth, and allow you to make the most profit out of a small sales space. All food vendors are placed on Second St. just outside of Town Park and share the street with the music stage. Signs are set up within the park to direct attendees to the food area. The selection of vendors is based solely on submitted photos.

VENDOR PARKING Parking is reserved within easy walking distance of Town Park for all vendors. Parking space is tight around Town Park so it's crucial that **all vendors use only the provided vendor parking**. Accepted vendors will receive load-in, and assigned parking instructions before the event. Any exception to this plan must be approved by the Event Coordinator **before** the event.