

**Coweta Fall Festival**  
**September 13 - 15, 2018**  
**44th Annual**



**2018 Food Vendor Packet**

Presented By  
Coweta Chamber of Commerce

[cowetafallfestival@gmail.com](mailto:cowetafallfestival@gmail.com)  
918.486.2513

# GENERAL INFORMATION

The Coweta Fall Festival is a three day, outdoor festival designed to entertain the community.

**APPLICATION DEADLINES:**  
**FOR EARLY DISCOUNT: JUNE 22, 2018**  
**ALL APPLICATIONS: AUGUST 17, 2018**

**Festival dates and hours:** THURSDAY, SEPTEMBER 13      5PM - 10PM  
FRIDAY, SEPTEMBER 14      4PM - 11PM  
SATURDAY, SEPTEMBER 15      10AM - 11PM

## Application Procedure:

Please complete the following:

1. Vendor application (found on same website).
2. Copy of valid insurance policy through September 15, 2018. If your policy will renew before September 15, 2018 provide current copy with application and update policy at least one week prior to festival start. This is non-negotiable.
3. **Menu of ALL items including pricing (what will be sold during Fall Festival). We will not accept your application without menu and pricing even with previous vendors.**
4. Photo of booth (no larger than 4x6) of your booth. (Pictures will not be returned).
5. Payment. We accept credit cards money orders, cash, checks made out to Coweta Chamber of Commerce. **Payment is due at time of application as a vendor.** If you are not accepted as a vendor, or all spots are full, we will mail your payment back.
6. Signature on contract and release of claims.

## Rates:

\$325.00 for 25 ft. for Non Profit Organization if submitted by June 22, 2018.

\$375.00 for 25 ft. for Non Profit Organization if submitted after June 22, 2018.

\$550.00 for 25 ft. for All Other Groups if submitted by June 22, 2018.

\$600.00 for 25 ft. for All Other Groups if submitted after June 22, 2018.

**\*Over-sized Booth Fee \$5 per additional foot over 25 ft. in length.**

**\*Over 30 total ft. in length will require purchase of additional space.**

## **SET UP & ELECTRICITY**

Booth set up will take place Wednesday, September 12 between 12pm and 6pm. Exact times will be sent out via email/phone by Thursday, September 6, 2018. Power will be connected according to the time you were give for arrival. Electricity will be available from Wednesday, September 12 at 2pm through Sunday, September 16 at 12am. If electrician is called out and it is deemed the fault of the vendor, electrical charges will be forwarded to the vendor.

## **SPACE ASSIGNMENT**

The Vendor Manager reserves the right to reassign and redesign ANY space when it will , in their opinion, enhance traffic flow and appearance of the festival. 2017 Food Booths may request same space through June 22 ,2018.

## **REFUND POLICY**

Cancellations must be made in writing and postmarked by cancellation date, August 1, 2018. 100% refund if cancelled in writing no later than August 1, 2018. **No refunds for cancellations after August 1, 2018. no refunds will be made for weather at any time.**

## **RESTRICTIONS**

No glass bottles/cups to be sold.

## **PROPER CLEAN UP**

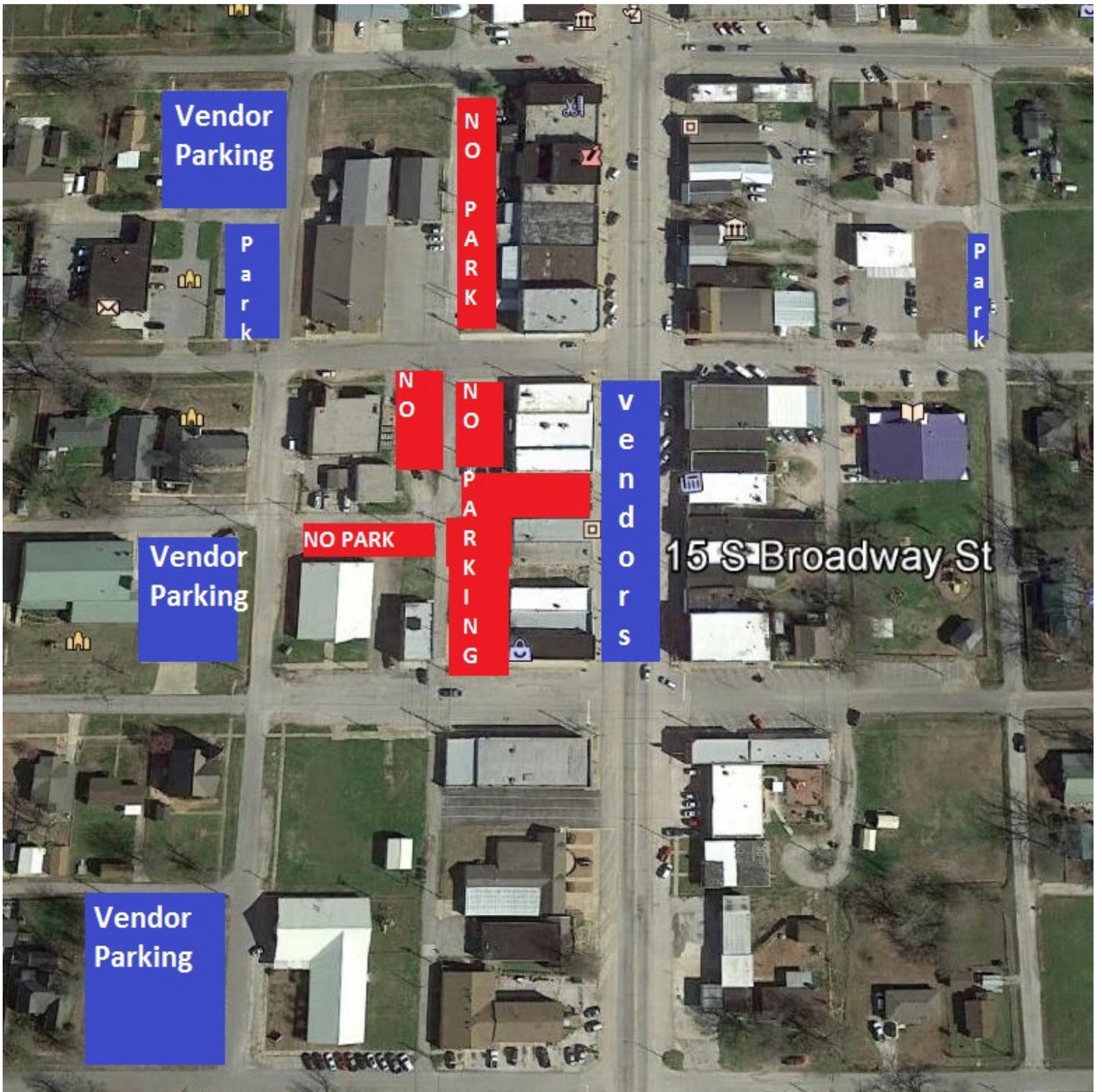
It is expected during and after the FALL FESTIVAL you leave your assigned space(s) as you found it. \$25 Trash Fee will be billed after festival, if your area is not cleaned. All vendors must be out by 2am Sunday, September 16.

## **NO TEARDOWN OR LEAVING UNTIL 11PM SATURDAY, SEPTEMBER 15.**

Electricity will be turned off at approximately 11:59pm Saturday, September 16. Please be patient when leaving, everyone will be trying to leave at the same time.

## **PARKING**

The parking places located behind the downtown businesses are for those merchants, do NOT park in these areas including south of First National Bank of Coweta or in their alley. There is an attached parking map. There are empty parking spaces near the Post Office as well as the area churches located off of Bristow.



## LIABILITY

The Coweta FALL FESTIVAL 2018, its committee, Coweta Chamber of Commerce, its Board of Directors, City of Coweta, its City Council, will not be held responsible for any claim, cause and action, injury, judgement or other charge of any nature whatsoever directly or indirectly, caused by willful or negligent acts of Coweta FALL FESTIVAL 2018, the City of Coweta or any other person and/or

arising from my participation in/or presence at FALL FESTIVAL 2018. The Coweta Chamber of Commerce, FALL FESTIVAL 2018 committee and City of Coweta shall not be liable for the results of: any accident, damage, lost profits, thefts, or any other loss to any person, article, or employee, while on the grounds of the Coweta FALL FESTIVAL 2018 festivities, whether such occurs during the time of preparation, for the period of the Coweta FALL FESTIVAL 2018 activities, or the removal of equipment or material after the event.

**THE COWETA CHAMBER OF COMMERCE RESERVES THE RIGHT TO REJECT ANY APPLICATION FOR ANY REASON.**

Questions, please email us at [cowetafallfestival@gmail.com](mailto:cowetafallfestival@gmail.com) or call us at 918.486.2513.