

# Roots, Tunes & Brews Vendor Application

## September 16, 2023 – 2:00pm to 8:00pm



### PLEASE PRINT / TYPE

Organization/Business Name:

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Individual / Contact Person Name:

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Address:

(Street)

(City)

(State)

(Zip Code)

Daytime Phone #: \_\_\_\_\_ Mobile Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

### **VENDOR FEE:**

A single vendor space is approximately 15' L x 12' W. Double spaces are available. All vendors must provide public sales throughout the entire event, from 11 am to 7 pm. A limited number of vendors will be selected.

- Register and PAY before August 11th, pay \$75
- Register and PAY before August 18th, pay \$100
- Register and PAY before September 8th, pay \$125 (No applications will be accepted after September 8th)

Vendor fee must be submitted with the application for acceptance consideration. Make checks payable to: Hinesville Area Arts Council.

### **VENDOR SELECTION:**

Submitting an application does not guarantee selection to participate. Selection is based on information provided in the application, food items offered, past experiences with the vendor, and vendor set-up/requirements. Applicants will be notified of selection by September 8<sup>th</sup> or as soon as possible after receipt of application. Applicants not selected for the event will have their vendor fee returned within three weeks following the event.

### **MENU INFORMATION:**

Attach a detailed menu/list of all food items you would like to sell, including prices. See page 2. (Any drinks to be sold should be included as a menu item with prices).

### **PRESENTATION & LOGISTICS** – Describe your booth set-up as follows:

Food Truck     Canopy/Tent     Other \_\_\_\_\_

Generator (whisper type only) specify model \_\_\_\_\_

Due to the close proximity to the crowd and music, only whisper generators will be allowed and the use of all generators must be pre-approved. Electricity is not available in the event area, however the area is well lit. Water is NOT available on-site; vendors must provide their own water for hand-washing stations. Vendors must have a canopy covering and place a tarp or mat under their food prep area to keep the surface free from stains/grease, etc. Canopy/tents must be tied down with weights, 25lbs per tent leg, as required by the City Inspection's Department. Vendors using fryers to prepare food must state method of removing hot grease after event. All other food handling and safety requirements: (plastic gloves, hair nets, fire extinguisher, use of canopy, etc.) must be met.

### **Set up/Break Down:**

Vendors may arrive as early as 12 p.m. Booth set-up must be complete by 1:30 p.m. and all vehicles removed from the event

area to the parking lot. All public food sales can begin at **2 p.m.** and food sales must continue **until 8 p.m.** All materials, vehicles, and trash must be removed within 90 minutes after the conclusion of the event.

**COMMITMENT:**

I understand and agree to the expectations of food vendors for the Roots, Tunes & Brews event. I understand that any changes to the information submitted in this application, must obtain pre-approval (including menu/price changes). By submitting this application, I am committing to provide quality community service. I understand the Roots, Tunes & Brews event planning committee is depending on my services to edify the event and if selected, I commit to follow through with my obligation to provide food as outlined in this application. If for any reason I will not be able to fulfill my commitment, I will provide a minimum of 10-days' notice. I understand that failure to provide a minimum of 10-days' notice of cancellation will result in forfeiture of the full deposit.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit completed form, payment, and attached information to:

Mail or Deliver: Roots, Tunes & Brews 2023 • 208 East Court Street • Hinesville, GA 31313 •  
Email: [events@libertycounty.org](mailto:events@libertycounty.org) • CC payments can also be made over the phone 912.368.4445