



PARKS & RECREATION

Newton County Parks & Recreation
6185 Turner Lake Road, NW
Covington, GA 30014
(770) 786-4373

2022 Fall Festival Vendor Registration Form
November 5th, 2022 - 10AM-4PM

New Location
City Pond Complex
13501 City Pond Road
Covington, GA 30014

Contact Name: _____

Business Name: _____

Address: _____

City/State/Zip: _____

Business Phone: _____ Cell Phone: _____

Email: _____

Website: _____

Is your company owned by a parent company? ____ Yes ____ No

Parent Company Name: _____

Is your business on Social Media? Please provide the name and link.

What type of Vendor are you? Please check one below.

Craft Vendor:
\$30/10x10 Booth

Promotional Vendor:
\$30/10x10 Booth
Information Only, Not Selling merchandise.

Food Vendor:
\$100/10x10 Booth
(\$150 for a Food Truck)

(Make checks payable to Newton County BOC)

Items to be sold/info. to be given out: _____

Do you give Newton County Parks & Recreation permission to release your contact information to customers interested in contacting you for business information and /or Special orders?

Yes:

No:

Please return completed forms and Booth Rental Fee to Newton County Parks & Recreation, Turner Lake Complex at 6185 Turner Lake Road, NW Covington, GA 30014. Attention Tammy Cheek. **Checks should be made payable to: Newton County Government.**

_____ *Please initial here stating that you have read and agree to the attached Information, rules & regulations.*

_____ *Please initial here stating that you have read, agree to and signed the attached Waiver & Consent Form.*

_____ *Please initial here stating that you are aware that Newton County Parks & Recreation has the right to post pictures of you and/or your products on the NCPR website and Social Media.*

**ALL SIGNED FORMS AND VENDOR FEES ARE DUE TO THE RECREATION DEPARTMENT
NO LATER THAN OCTOBER 14TH (including Food Vendor Licenses)**

The Festival will be held at a new location this year.

**City Pond Complex
13501 City Pond Road
Covington, GA 30014**

Vendor Fees: Checks should be mailed to
6185 Turner Lake Road, NW
Covington, GA 30014
Attn: Tammy Cheek

Office Use Only
(Make checks payable to Newton County BOC)

Amount Paid: _____

Payment Method: _____

Receipt #: _____

Date Paid: _____

Rec. Employee: _____

Food Vendors

Occupational Tax License:

Food Service Permit:

Menu for this Event:



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6185 Turner Lake Road, NW
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2022 NCPR Fall Festival Information, Rules & Regulations

Thank you for your interest in being a vendor at our Fall Festival. We look forward to working with you. Vendor Check-In and Set-Up will be **Friday, Nov. 4th from 12 Noon until 7 PM, and Saturday from 7 AM until 9:00 AM.** **We will be at a new venue this year. City Pond Complex, 13501 City Pond Road, Covington, GA 30014.** We will have security overnight so please feel comfortable leaving your merchandise. We ask that you drop off your materials/supplies in the space you will be given upon arrival, and then move your car to the parking lot and walk back to your booth to finish setting up. **No one will be allowed to drive into the festival area after 9AM.** If you arrive late please be prepared to carry/cart your supplies to your space from the parking lot. Booth Spaces cannot be reserved in advance. All vendors should be open and ready to operate by 10AM. We do require that all vendors have someone to man their space at all times. The Recreation Department is not responsible for safe keeping, loss or damage of any merchandise.

Vendor Spaces are 10 feet by 10 feet. If you require more room, you will need to pay for an additional space. Canopies are a must and vendors are responsible for providing all materials/equipment for set up (tables, chairs, backdrops, canopies). We suggest that you secure your canopy with weights just in case it's windy and be prepared for inclement weather just in case. We do not provide electricity, water, tables, chairs, canopies, etc.

Festival events will continue rain or shine. In the event of severe weather, excessive rain or flooding, thunder, and lightning, the festival will be delayed or temporarily closed and then reopened when the weather permits unless it is after 4PM. Vehicles will not be allowed in the Festival area during cloudburst so please be prepared to protect your merchandise. Vendors will be expected to reopen their booth as soon as possible once the weather has cleared and the Festival resumes. No refunds will be issued for inclement weather.

- We do not have electrical access (*unless you are a Food Vendor and then it is still limited*)
- Alcohol is prohibited on all Newton County Properties
- No smoking in the Festival area
- Vendors may not sublet any portion of their space to another vendor
- Open flames are not permitted
- This is an outdoor event. Vendor spaces may not be completely level
- NCPR Staff will be available if you have any problems
- We do not have an ATM on site

Specifically, for Food Vendors

1. Food Vendors must bring their own generators and heavy-duty, outdoor, UL-listed extension cords.
2. We do not have a water source available so please bring whatever you need with you.

3. Fire extinguishers are required and will be checked for a current inspection tag by the Fire Marshal before the festival begins. Food vendors will need a 5lb, Multipurpose, ABC or BC fire extinguisher readily available. If you are not in possession of a fire extinguisher at any time during the festival, your booth will be shut down until you get one in your booth.
4. All vendors using grease and grills are required to place sand underneath the cooking area to soak up any spillage and prevent fire.
5. Hot surfaces from cooking and heating appliances, such as grills, hot plates and coffee makers must be blocked so the public is protected from physical contact with them.
6. Deep Fryers must have splash covers.
7. No frayed wires or overloaded extension cords are permitted.
8. Please **include a menu with this Registration Form and Waiver**. Not all menu items will be approved due to the potential for duplication. We want to ensure that every food vendor has the highest potential for success.
9. Food vendors are responsible for removing any and all trash from their booth area and dumping it in the designated area at the conclusion of the Festival.
10. Vendors are not allowed to dump grease, charcoal or wastewater on the property. Vendors should have containers to manage their removal.

Permitting & Licensing *(Food Vendors Only)*

- Attach a copy of a current Occupational Tax License (*Business License*)
- Attach a copy of a current Food Service Permit
- Attach a copy of your Menu (for this event)

Once you are registered to be a vendor, you will receive a rough draft of a map of the park just for reference. You will be assigned your exact location when you check it.

Please don't hesitate to contact us if you have any questions that may not have been answered here. Our main number is (770) 786-4373 and our website it listed below.

Thank you for participating with us. We look forward to working with you.



PARKS & RECREATION

Waiver of Liability and Hold Harmless Agreement

Event: NCPR's Fall Festival

Date: Saturday, November 5, 2022

Hours: 10AM-4PM (Check-in & Set-up: Friday 12PM-7PM & Saturday 7AM-9AM) Overnight Security Provided

Location: City Pond Complex, 13501 City Pond Road, Covington, GA 30014

In consideration for receiving permission to participate in the NCPR's Fall Festival, I hereby release, waive, discharge and covenant not to sue Newton County Parks & Recreation, Newton County, their officers, agents, servers, volunteers, or employees (hereinafter referred to as Releases') from or for any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage or injury, including death that may be sustained by me, or any of the property belonging to me, whether caused by the negligence of the Releases' or otherwise, while participating in such activity, or while in, on, or upon the premises where the activity is being conducted.

I am fully aware of the risks involved and hazards connected with this activity. I hereby elect to voluntarily participate in said activity with full knowledge that said activity could be hazardous to me and/or my property. I voluntarily assume full responsibility for any risks of loss, property damage or personal injury, including death, that may be sustained by me, or any loss or damage of property owned by me, as a result of being engaged in such activity, whether caused by the negligence of Releases' or otherwise.

I further agree to indemnify and hold harmless the Releases' from any loss liability, damage or costs, including court costs and attorney fees, that they may incur due to my participation in said activity, whether caused by the negligence of Releases' or otherwise.

It is my express intent that this Waiver of Liability and Hold Harmless Agreement shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a release, waiver, discharge and covenant not to sue the above-mentioned Releases'. I hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be construed in accordance with the laws of the state of Georgia.

In signing this release, I acknowledge and represent that I have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own free act and deed; no oral representation, statements, or inducements, apart from the foregoing written agreement have been made. I am at least eighteen (18) years of age and I am fully competent and I execute this Release for full, adequate and complete consideration fully intending to be bound by the same.

Signed on the _____ day of _____, 2022

Participant Name (Print)

Signature