



## Food Vendor Information & Guidelines

### Date & Time:

April 10 <sup>th</sup> and 11 <sup>th</sup>	Set up only! You will be assigned a check in time upon acceptance
Friday, April 12 <sup>th</sup>	Noon – 9:00 PM
Saturday, April 13 <sup>th</sup>	10:00 AM – 9:00 PM
Sunday, April 14 <sup>th</sup>	10:00 AM – 6:00 PM
Location:	Piedmont Park, Atlanta, GA

### Food Vendor Guidelines:

- Complete the food vendor application form on the ADF website.
- All food vendors must possess a valid business license and ServSafe Certificate. **Copies must be sent to ADF office or emailed.**
- All food vendors participating in the Atlanta Dogwood Festival must have at least \$1,000,000 of liability insurance for the event. Upon acceptance to the Festival, you will be required to name The Atlanta Dogwood Festival, Inc. and The City of Atlanta as additional insured for the event. Certificate of Insurance reflecting these additions MUST be received no later than **March 1<sup>st</sup>, 2024.**
- Please send a photo of your booth setup. Also, please include a diagram of your proposed set up showing dimensions of your tent or trailer, storage needs, etc.
- Please indicate your TOTAL power needs on online form (defined as the maximum amperage used at any given time) for your operation. Power requirements above 20 Amps will be subject to additional charges based on availability– you will be advised of these charges prior to the event. Requirements for 220 V power will require an additional fee. Additional 110v or 220 v drops or an electrical hardwire are estimated at \$200 per location but actual fee will be determined.
- All vendors are responsible to meet the requirements of the Atlanta Fire Department and the Fulton County Health Department including but not limited to proper fire extinguisher for your type of cooking (k) rated extinguishers are required for food vendors cooking with Grease), Roofing paper as a base if you are setting up on hard scape, proper temperature controls, proper food handling and food storage.
- Food Booth space will be calculated at a rate of \$200 per square foot of your booth's WIDTH, X FRONTAGE. For example, a 10' deep x 12' wide location will pay \$2,400.00. You are allowed to sell Brewed Tea and Fresh Squeezed Lemonade at your location.
- **Smoothies, Soft Drinks, Ice Cream and Bottled Water are not allowed to be sold.**

- If you are interested in an exclusive item, please contact us or make a note on the online application form. Each item will be addressed individually.
- Vendors with trailers need to include the tongue length when calculating your fees.
- Payments must be made with a Check or a Cashier's Check, made payable to Atlanta Dogwood Festival. **Please do not send Money Orders.**

All accepted food and beverage vendors will be required to meet or exceed all guidelines and requirements of the Fulton County Health Department. A Copy of these guidelines is available upon request.

Please contact Atlanta Dogwood Festival, Inc. if you have any questions regarding any portion of this application at 404-827-8663 or email [coordinator@dogwood.org](mailto:coordinator@dogwood.org)

### **Checklist for Food & Beverage Application Submission**

COMPLETE FOOD VENDOR APPLICATION FORM ON ADF WEBSITE  
 ITEMS BELOW ARE TO BE MAILED, & POSTMARKED BY:  
**FRIDAY, JANUARY 6<sup>th</sup>, 2024**  
**931 Monroe Drive, STE102 #356 Atlanta, GA 30308**  
 Only mail via US Postal Service. Do not send via UPS or FedEx.

#### **MAIL THE FOLLOWING ITEMS:**

- Copy of your valid business license
- Copy of ServeSafe Certificate
- Photos of your booth set up and Menu
- Signed Greenware Policy
- Signed Hold Harmless Agreement
- Fees
  - Checks must be payable to Atlanta Dogwood Festival
  - Any returned checks will be assessed a non-refundable \$35 fee (no exceptions).

#### **FEE CALCULATION**

Food Vendor Space = \$20 per square foot X \_\_\_\_\_ sq feet = \$ \_\_\_\_\_

Space Size = \_\_\_\_\_ feet X \_\_\_\_\_ feet

(Ex. 10'x10' space: 100 sq feet X \$20 = \$2,000)

\* Minimum width is 10 feet

Push Cart = \$1000 x # \_\_\_\_\_ Carts = \$ \_\_\_\_\_

Additional Fees Due:

Clean up Deposit =\$500 per location \$ \_\_\_\_\_

Extra electrical or hardwire= \$200 per location \$ \_\_\_\_\_

Total Amount enclosed with supporting documents \$ \_\_\_\_\_

(Cleaning Deposit will be returned by mail after festival if no damages are assessed by City of Atlanta)

## Atlanta Dogwood Festival Greenware Policy

The Atlanta Dogwood Festival will require that all food vendors offer only compostable plates, bowls, cups and flatware to festival visitors.

Please review the policy, sign and mail to the ADF office. A signed copy of this policy is required for participation.

All food vendors and restaurants participating in the Atlanta Dogwood Festival are not permitted to serve prepared food on polystyrene foam (such as Styrofoam) disposable food service ware. Alternatives to polystyrene foam include uncoated paper, coated paper, cardboard, aluminum foil food service ware, recycled paper napkins, and "bio-plastics" made from corn, potato, and other plant materials.

What is wrong with polystyrene foam?

Made from crude oil, it is non-renewable, non-biodegradable, and non-recyclable. It ends up in landfills, waterways or the ocean. It breaks down into smaller and smaller pieces which are often mistaken for food and ingested by marine mammals, birds, and fish. Medical evidence also suggests that chemicals in polystyrene foam are carcinogenic and may leach into food or drink.

All food waste and recyclables from vendors and post-event clean up must be disposed of in our compost & recycling centers located in convenience to food courts throughout the festival.

Ask your distributor for compostable alternatives to foam and plastic or try some of the sources below:

[www.greenlinepaper.com](http://www.greenlinepaper.com)

[www.ecowise.com](http://www.ecowise.com)

[www.webrestaurantstore.com](http://www.webrestaurantstore.com)

[www.recyclaholics.com](http://www.recyclaholics.com)

[www.appinc.com](http://www.appinc.com)

[www.recycline.com](http://www.recycline.com)

[www.usfoodservice.com](http://www.usfoodservice.com)

[www.simplybiodegradable.com](http://www.simplybiodegradable.com)

I \_\_\_\_\_ acknowledge the receipt of the ADF Greenware policy and will only offer compostable plates, bowls, cups and flatware to festival visitors.

FOOD VENDOR SIGNATURE \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_

DATE \_\_\_\_\_

## Hold Harmless Agreement

Through submission of application materials and Vendor's signing of this Agreement, Vendor agrees to hold the Atlanta Dogwood Festival, Inc., its Board of Directors, staff, volunteers, and The City of Atlanta harmless for any and all losses, expenses, demands and claims against the Atlanta Dogwood Festival, Inc. sustained or alleged to have been in any way related or connected to the Atlanta Dogwood Festival. Vendor also agrees and acknowledges that the Atlanta Dogwood Festival, Inc., its Board of Directors, staff, volunteers or the City of Atlanta, are not responsible in any way for any personal injury, illness, property damage or loss of property that may occur during the Atlanta Dogwood Festival. Vendor agrees, acknowledges and further certifies that the Vendor and Vendor's property, equipment, and vehicles are properly insured for any and all losses incurred, and or damages caused, by Vendor or any other party.

### Incorporation and Modification

This document includes all components of the agreement of the parties and is fully incorporated herein. The Application materials provided by the vendor to the Atlanta Dogwood Festival shall be incorporated herein by reference. No other promises made prior to the execution of this agreement have been omitted from this document. The parties may mutually agree to modify this agreement; however such modification shall only be binding upon the parties by signed written agreement. No oral modification or agreement outside the scope of this agreement shall be binding upon either party.

### No Agency, Partnership, or Joint Venture Created

The Vendor is an independent operator, and through this agreement no agency, partnership or joint venture relationship is created with the Atlanta Dogwood Festival, Inc. The Vendor, its owners, employees, or other agents shall not represent themselves as representatives of the Atlanta Dogwood Festival, Inc. Vendor shall not enter into any contract or other agreement which would cause Atlanta Dogwood Festival, Inc., to be liable in any way with any other party, including, but not limited to, manufacturers, Vendors, or other suppliers, etc. Vendor shall hold Atlanta Dogwood Festival, Inc. harmless from any cost or any other liability it may incur with the production of merchandise. The Atlanta Dogwood Festival, Inc makes no representation nor guarantees regarding actual festival attendance, nor makes any representation of potential financial success or failure.

By signing below, you agree, that if selected to participate, you and all your representatives will adhere to the event policies provided above and in the food concessions guidelines and checklist package for the Atlanta Dogwood Festival

_____	_____	_____
Print Name	Signature	Date
_____	_____	
Title	Vending Booth Name	