



**NOVEMBER 9, 2024**

## Food Vendor Application

Deadline for entry is October 11, 2024  
*(\$50 late fee for applications received after deadline)*

On Behalf of the City of Springfield, we would like to extend an invitation for you to join us at our 2024 Springfield Fall Festival. Our one-day festival is packed with excellent foods, first class entertainment, and a unique variety of vendors that will attract visitors to our festival from all over the Southeast.

The festival features free live concerts, children's area, Arts and craft vendors and a fantastic food selection. We would love for you to be a part of this festival and we cannot wait for this family friendly fun packed weekend!

To ensure you are a part of the 2024 Springfield Fall Festival Food Vendor Line-up, please fill out the attached application and send it to the address provided below before the deadline of October 11<sup>th</sup>. Applications received after October 11<sup>th</sup> may be accepted, however a late sign-up fee will be charged. We also cannot guarantee there will be food vendors spots available at the festival to those signing up late. Please read the regulations fully and fill your applications out accordingly. We will do our best to accommodate all our vendor's needs. Please send in your forms as soon as you can as space is limited.

**Food Vendors** – Space is extremely limited downtown, so please select your space size carefully. The entire footprint of your food preparation and serving area must fit within the space selected. Payment will be invoiced and due after your application has been accepted.

**Pricing:**

**10' x 10' or Small Cart Style Booth - \$150**

**10' x 15' Food Space \$200**

**10' x 20' Food Space \$250**

**10' x 30' Food Space \$300**

Any additional questions can be directed to Jennifer Smith, Vendor Coordinator, via email at [jsmith@springfieldga.org](mailto:jsmith@springfieldga.org) or by phone (912) 754-7617. Information can also be obtained from our website [www.SpringfieldFallFestival.com](http://www.SpringfieldFallFestival.com).

Thank you for your interest in the 2024 Springfield Fall Festival. We look forward to you being a part of this year's festivities!!

Sincerely,

City of Springfield

# 2024 Springfield Fall Festival Food Vendor Application

Date: November 09, 2024

Deadline for entry: October 11th, 2024 (\$50 late fee applies after this date)

Contact Name \_\_\_\_\_

Booth Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Alt. Phone \_\_\_\_\_

Email \_\_\_\_\_

**Please indicate the space desired:**

10' x 10'/Small Cart Booth\* \$150 \_\_\_\_\_ 10' x 15' Food Space \$200 \_\_\_\_\_

10' x 20' Food Space \$250 \_\_\_\_\_ 10' x 30' Food Space \$300 \_\_\_\_\_

\*Beverage, kettle corn, shaved ice, ice cream, etc. Limited availability. Placement may be outside of food court.

**Location of Serving Window:**

left side of vehicle/trailer \_\_\_\_\_ right side of vehicle or trailer \_\_\_\_\_ tent/not applicable \_\_\_\_\_

**Power:** \_\_\_\_\_ I will be using a generator \_\_\_\_\_ I will require a power hook up.

**BY INITIALING BELOW, I ACKNOWLEDGE THAT I HAVE READ THE ATTACHED FESTIVAL RULES AND GUIDELINES FULLY. I UNDERSTAND THE ELECTRICITY, GENERATOR, FOOD AND MERCHANDISE RESTRICTIONS FOR THE BOOTH SPACE I HAVE CHOSEN ABOVE.**

**Initial** \_\_\_\_\_

Please give a brief description of your truck or tent set-up and the menu items you will be selling:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RELEASE:**

The undersigned hereby releases, and forever discharges, and holds harmless the Springfield Fall Festival of 2024 and its associates of and from any and all manner of actions, suits, damages or claims whatsoever arising from any loss or damage to the property of the undersigned while in the possession or supervision of the Springfield Fall Festival of 2024 and hereby consents to the enforcement of the festival rules as set down in the attached guidelines. No refunds will be given due to weather or personal circumstance. The undersigned releases one-time rights of any photos or reproductions given to the festival for reproduction to use to publicize and promote the Festival.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Mail or email this completed application to the address below.

City of Springfield  
Attn: Jennifer Smith, Vendor Coordinator  
PO Box 1

Springfield, Georgia 31329  
[jsmith@springfieldga.org](mailto:jsmith@springfieldga.org)

## **Fall Festival Rules and Guidelines**

**Food Vendor Set Up** Vendor set up time is **Saturday from 6:30am-9:00 am**. All vendor set-up must be completed during the assigned times and vendors must be ready to receive guests by 10am. Vendors will be able to drive into the festival area during set up, but **ALL VEHICLES MUST BE OFF THE STREET BY 9:00AM** on Saturday morning. There will be absolutely **NO VEHICLE TRAFFIC** in the festival area during festival hours.

**Beverage Policy** Food vendors may sell non-alcoholic beverages from their booth. No alcoholic beverages can be sold out of your booth at any time.

**Acceptance:** Food Vendors will be accepted according to various factors including, but not limited to, variety of offering, date of application submission, new or returning vendor and at the sole discretion of the Springfield Fall Festival Committee. Prior participation does not guarantee entrance into the festival.

**Parking** A separate vendor only parking area will be provided for all vendors. Each vendor will receive ONE parking pass permitting access to the vendor parking area. Other vehicles will must be parked in the general parking areas. **THE CITY OF SPRINGFIELD AND THE FALL FESTIVAL ARE NOT RESPONSIBLE FOR ANY LOSS OR DAMAGE TO VENDOR'S VEHICLES OR PROPERTY DURING THE SET-UP TIMES OR DURING THE FESTIVAL.**

**Vendor Take Down** Food Vendors will not be allowed to exit festival area until after 10:00pm on Saturday night. There will be large crowds in the stage and food area and vehicles will not be allowed in or out of the festival area until after 10:00pm.

**Security:** Uniformed security will be on patrol beginning at 6:00am on Saturday until close of the festival.

**Booth Items:** The festival committee does not provide tents, tables, or chairs to vendors. Generators will only be allowed in certain areas. If you plan to use a generator, you must note this on your application so we can place you accordingly. Generator placement and annoyance will be determined by the festival committee; please be prepared for generators to be up to 100' from your booth. Booth tents must be tied down and secured at all times. The Fall Festival Committee reserves the right to ask vendors to remove their tents and/or generators if either are determined to be causing a nuisance, unsafe or in danger of causing harm.

**Booth Locations:** Booth locations will be determined by the festival committee. Booth assignments will be available at vendor check-in. Requests may be considered, but special treatment is not guaranteed. Note that the location of the stage will be the same as the 2021 festival and the food booth locations will vary from past festivals.