



**4/30/22**

**FOOD VENDOR**

**MADISON FEST**

**Application & Participant Agreement**

A Spring Arts, Crafts & Garden Marketplace

Sat. April 30, 2022, 10:00 a.m. until 4 p.m.

Madison's Town Park

**Deadline To Enter: April 15, 2022**

**Thanks for your interest in participating in Madison Fest.** The application deadline for food vendors is April 15, 2022. Spaces are limited and available on a first-come, first-served basis. We will notify you immediately via email if we have any problems with your application. If you are not accepted your money will be promptly returned to you by the City of Madison. We will not consider your application if it is not complete or if we receive it after the deadline. A complete application includes all the information requested below, including photos of items you plan to sell and your booth set-up, plus payment (make checks payable to City of Madison).

Business Name: \_\_\_\_\_

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

Contact Mailing Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

**Contact Email Address:** \_\_\_\_\_

Contact Telephone: \_\_\_\_\_ **Contact Mobile:** \_\_\_\_\_

**FOOD MENU ITEMS (ALL ITEMS MUST BE LISTED TO SELL, IF NECESSARY ATTACH LIST OF ADDITIONAL ITEMS)**

- |                   |                    |
|-------------------|--------------------|
| 1) _____ \$ _____ | 6) _____ \$ _____  |
| 2) _____ \$ _____ | 7) _____ \$ _____  |
| 3) _____ \$ _____ | 8) _____ \$ _____  |
| 4) _____ \$ _____ | 9) _____ \$ _____  |
| 5) _____ \$ _____ | 10) _____ \$ _____ |

**ATTACH PHOTOS OF FOOD BOOTH SET-UP AND PRODUCTS**

A thoughtfully designed food booth combines smart planning and visual appeal. Its purpose is to draw customers to your booth, and allow you to make the most profit out of a small sales space. All food vendors are placed on Second Street just outside of Town Park. Signs are set up within the park to direct attendees to the food area. The selection of vendors is based solely on submitted photos. Food vendors are required to include photos of products, plus a photo of the booth set-up.

**VENDOR PARKING**

Parking is reserved within easy walking distance of Town Park for all vendors. Parking space is tight around Town Park so it's crucial that **all vendors use only the provided vendor parking**. Accepted vendors will receive load-in, and assigned parking instructions the week of the event. Any exception to this plan must be approved by the Event Coordinator **before** the event.

## YOUR FOOD 'BOOTH'

Tents are mandatory for all food vendors without a food truck. All tents, etc., must be clean and appropriate for the venue. **In addition, all tents must be secured with weights for safety in windy conditions.**

**Trash:** You are responsible for bringing the appropriate containers for your grease and carrying it home with you for disposal. Dumping grease, coffee grounds, etc. on the curb, sidewalk, or street, is strictly prohibited. Plan to take your trash and empty boxes home, or use our dumpster positioned on Jefferson St. for your convenience. Do not leave any trash in your space, and do not leave garbage bags on the street. The festival ends at 4:00, all vendors must remain in place until that time.

## FEES

The fee to participate is \$125 for a 10 ft x 10 ft space, or \$150 for a 10 ft x 20 ft space. This amount is due with your application. A limited number of spaces that are accessible to 120V electricity are available for an additional \$25. Make all checks payable to the City of Madison.

## HEALTH DEPARTMENT INSPECTION

All food vendors must abide by all Health Department regulations, and apply for a Temporary Food Service permit from Lynette Knight at the Morgan County Health Department (706) 752-1266. Main Street reserves the right to refuse any food vendor the Health Department deems unsafe.

## REFUNDS

If you are not accepted your fee will be promptly returned to you by the City of Madison. If for some reason the event were canceled (severe weather or conditions beyond the control of Main Street), your fee will not be refunded.

## MARKETING

Madison Main Street encourages all vendors to decorate their booth in keeping with their merchandise. Your 'look' is key to getting your name out into the world, and we encourage you to promote your business during the event with stickers, business cards, postcards, and general fun stuff. We also encourage you to 'like' us on facebook at Main Street Madison Georgia. None of this is mandatory, but it is strongly encouraged.

## SECURITY

Madison Main Street is not responsible for personal injury or any items damaged or stolen during the duration of the event (including load-in, load-out, and the hours of the event). It is the responsibility of each vendor to transport their belongings and to not leave valuables unattended.

## MADISON

Madison is a beautiful, historic, small town located 45 miles east of Atlanta, GA, off of I-20, and 30 miles south of Athens, GA, off of Hwy 441. Learn more about what's going on in Madison at [MainStreetMadisonGA.com](http://MainStreetMadisonGA.com), or [VisitMadisonGA.com](http://VisitMadisonGA.com).

A 10' x 10' space, (\$115) \_\_\_\_\_  
A 10' x 20' space, (\$140) \_\_\_\_\_  
Access to 120V Electricity (+\$25) \_\_\_\_\_  
**TOTAL ENCLOSED** \_\_\_\_\_

**Non-profit Organization Fee**  
Please contact [chall@madisonga.com](mailto:chall@madisonga.com)



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

## MAIL OR DROP OFF APPLICATIONS:

- Mail: 132 N. Main Street, PO Box 32, Madison GA 30650—attn. Colleen Hall
- Drop off: At the **Main Street & Planning Office at 162 N. Main St.**
- Checks payable to **City of Madison**

Questions or just want to chat? Call Colleen: (706) 342-1251 x1208, or email at [chall@madisonga.com](mailto:chall@madisonga.com)

