

2016 VENDOR INFORMATION

Saturday, October 1, 2015 – Sunday, October 2, 2015
@ 320 Irwin Street, NW, Atlanta, Ga. 30312



Vendors Rules & Regulations

I. Vendor Setup

Festival Hours & Vendors/ Sponsors Set-up Hours:

<u>Set Up Time</u>	<u>Festival Hours</u>
Saturday: 6 am – 10 am	Saturday: 12 pm – 8 pm
Sunday: 10am – 12 pm	Sunday: 1 pm – 8 pm

All Vehicles must be unloaded and immediately removed from the festival area.
Vehicles must be removed from the festival area by 3:00 PM on Friday & 10:00 AM on Saturday.
Vendors arriving after 4:00 PM Friday & 9:00 AM on Saturday will not be permitted to drive into the festival area.

Spaces will be assigned on first come first serve bases and the discretion of the fest organizers (The Fest committee has the final say on the assignment of spaces.)

The Fest is held on city streets, the ground surface is either concrete or asphalt.

Vendors are responsible for their own booth set-up (tables, chairs, tents/ canopies/ umbrellas, electricity).

II. Vendor Requirements

ALL MERCHANDISE VENDORS ARE REQUIRED TO HAVE A WHITE TENT. NO WHITE TENT, NO SETUP.

At all times vendors have Music Fest Vendor Booth ID visibly displayed at all times throughout the fest.

Food Vendors:

- **ALL FOODS VENDORS** will be required to attend a scheduled meeting with the City of Atlanta Health Department one week before May 12th – 13th to ensure that you are properly informed of the health code requirements. Its is your responsibility to check the website on a regular bases for the updated information from Fulton County Health Dept.
- The Festival Permit covers all food vendors. No other license or health permit is needed, however all food vendors are to set up within Fulton County requirements.
- All Food vendors must provide a ground cover that completes area under their space. **NO GROUND COVER, NO SET-UP.**
- All grease must be properly disposed of in barrels provided or vendor will be immediately ejected from event.

ALCOHOL, SODA AND WATER SALES PROHIBITED.

Booth Spaces will be inspected by the S.A.M.F. Staff and Atlanta Fire inspectors. If booths are not in compliance with fire and health standards, it is subject to being shutdown.

FOOD VENDORS MUST HAVE THE FOLLOWING ITEMS:

- **High Grade Fire Extinguisher** - 2A, 20, B:C portable fire extinguisher required. In good working condition with current inspection tag.
- **Propane Tanks** must be secured, barracked and placed away from cooking area and public contact. LP gas cylinders at least 10 feet away from tent.
- **Mesh Food Net** either around tent or food area keeping insects and bacteria from spoiling food.
- **Charcoal and other solid cooking fuels** conducted outside of structure
- **Combustible materials** not stored within 3 feet of open flames
- **Paper Towels**
- **Water Container** for washing hands and utensils
- **Soap**
- **Trash Bags** - vending area must be kept clean and neat at all times

Food vendors should be prepared to discontinue cooking new food approximately 30 – 45 minutes prior to the shutdown time of the festival. The festival will end promptly at the designated time each evening.

III. Vendor Notification

All Vendors will be notified of their space location approximately two (2) weeks prior to the festival. Notice will be sent by e-mail; those that do not have email will be faxed or called.

Upon arrival vendors should report to their assigned space to set up.

Vendors who have not been assigned a space should report to the corner of Fort & Auburn Ave (under the bridge) for vending space and credentials.

IV. Miscellaneous

- **Parking:** Lot parking and limited street parking is available in the immediate area.
- **Security:** Ample security will be on site during the festival hours (Atlanta & Fulton County off Duty Police).
 - **LIMITED Overnight Patrol will be on-site. VENDORS ARE RESPONSIBLE FOR THEIR OWN BOOTH OVERNIGHT SECURITY.**
 - **Additional Overnight Security Services FOR YOUR MERCHANDISE may be obtained by calling:**

▪ Fatimah | 678.334.6653 | Fatimah@SweetAuburnMusicFest.com