



Morrow Lunar New Year Festival - March 3, 2018

Invitation Letter

Dear Vendor:

You are cordially invited to participate in the Morrow Lunar New Year Festival at the beautiful Morrow Center, located at 1180 Southlake Circle, Morrow, Georgia 30260. This year's inaugural event will take place on Saturday, March 3, 2018, from 11:00 am to 4:00 pm.

We are looking for vendors featuring hand-made crafts, art and gift products for sale as well as multi-ethnic food offerings; non-profit organizations interested in selling food and drink items for the public's enjoyment are also welcome to participate.

* NOTE: Space is limited. We encourage you to send your application as soon as possible in order to reserve your space.

Vendors will be assigned booth spaces of approximately 10' x 10'. All vendors must submit a completed application and application fee by the deadline of February 13th, 2018 in order to be considered. Payment (checks only) should be made out to GVACC. You will be notified within 7 days of receipt of application. Once approved, your check will be processed.

Notification Letters to all vendors will be emailed with information including set-up time and guidelines.

Thank you for your interest in the Morrow Lunar New Year Festival. We look forward to seeing you there.

Sincerely,

Thuy Hotle and Kim-Hanh Dang

Vendor Coordinator

2018 Morrow Lunar New Year Festival – March 3, 2018 –

Vendor Application Rules & Regulations

FESTIVAL AREA AND BOOTH SPACE: The festival area for vendors will be inside the Morrow Center located at 1180 Southlake Circle, Morrow, Georgia 30260. You will be notified by the Food Subcommittee as to the location assigned to you based on order of submission and the needs of the Festival. In your notification, you will be given arrival and set-up instructions.

ENTRY REQUIREMENTS: 1. Describe the type of items you will be selling (**Maximum dishes per food vendor – 5**); photos will be accepted. 2. Enclose a check for the entry fee and a check for the cleaning deposit made out to GVACC. You will be notified within 7 days of receipt of application. Once approved, your entry fee check will be deposited. 3. Complete and sign the application form which includes a Hold Harmless Agreement. The form must be signed if you wish to participate in the festival. Deadline for application to be submitted is Midnight, February 13th, 2018.

BOOTH SIZE AND FEES: The application fee includes the rental cost of one-booth space (10'x10'). Entry fee are as follows: FOOD for-profit entities \$200 + \$100 refundable cleaning deposit, FOOD non-profit entities \$100 + \$100 refundable deposit, ARTS/CRAFTS \$50 + \$50 refundable cleaning deposit.

SECURITY AND INSURANCE: Security will be on duty during the event. However, we cannot be responsible or liable for any injury in your booth to any customer or vendor and/or, loss and/or damage to property in your booth for any reason. You will be responsible for any insurance coverage for your personal property and/or injury to any customer/persons in your booth.

DISPLAYS, TABLES AND CHAIRS: Vendors must bring their own display materials such as easels, display screens, shelves, etc. Vendors will be provided with a 2' X 8' table and 2 chairs. You may bring your own extra equipment. Electrical outlets will be provided as needed.

Booths must be kept clean and barrier free at all times and the area must be left clean at the end of the Festival. All trash disposal is the responsibility of the vendor. Vendors are to provide their own trash bags and may dispose of the trash at the end of the event in the large dumpster behind Morrow Center or by hauling it away. Trash cans in the event area are for customer use only. All items not displayed for sale must be kept under your tables and/or out of sight.

All displays, posters and flyers must be within the rented booth space.

SET UP AND BREAKDOWN: Set-up begins on Saturday, March 3 at 8:00 am. You should have your area ready to greet customers by 10:30 am. Festival hours are from 11:00 am until 4:00 p.m. **YOU ARE RESPONSIBLE FOR LEAVING YOUR BOOTH AREA CLEAN!!**

2018 Morrow Lunar New Year Festival - March 3, 2018 Vendor Application

Business / Organization Name _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Telephone _____ Email Address: _____

Describe and list all types of items you will sell: _____

Photos: Include photographs of items of your display/set-up

Have you participated as vendor at any festivals or shows before? Yes No
 Please list the previous shows/festivals you have participated in as a vendor: _____

Food Vendor Only

Non-Profit Food Vendor If available, submit with this application a copy of the IRS 501-c-3 designation for which the proceeds of the food sales will benefit.	For Profit Vendor Submit with this application copy of each of the following: <input type="checkbox"/> Business License <input type="checkbox"/> Health Report <input type="checkbox"/> Safe Serve Certificate <input type="checkbox"/> General & Liability Insurance
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Vendor Space Information

Booth Size: \$_____ Single Booth Space (10' x 10')

Electrical Hook-Up: <input type="checkbox"/> Yes <input type="checkbox"/> No	Equipment includes one 2-ft X 8-ft table & two chairs
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Submit Application, Photos and Check Payment to: Ms Thuy Hotle email: thuyhotle@yahoo.com

Deadline: February 13th, 2018: You may send your application any time before the deadline. Incomplete applications will not be considered.

Selection and Acceptance of Vendors: GVACC/Morrow Tourism reserves the right to select and limit the numbers of vendors/ participants based on event criteria. Completed application does not guarantee acceptance. If you do not receive notification within 10 days of submitting your application please contact Ms. Thuy Hotle at thuyhotle@yahoo.com or Ms. Kim Dang at hanhtk_dang@yahoo.com

Applicant Signature: _____ *Date:* _____

I have read and fully understand all the details as set forth and agree to abide by all exhibit rules and regulations which are part of this contract. I agree to hereby indemnify and hold harmless the Morrow Bureau of Tourism, the City of Morrow, and all organizations and persons sponsoring, managing or in any other way participating in the 2018 Morrow Lunar New Year Festival from any loss, claim, penalty or lawsuit in any way arising from my operation or involvement in the Festival.

Festival Use Only: Date Received: _____ Amount : _____ Check/Approval #: _____
 Space No. Assigned: _____ Vendor Notification Date: _____ by _____