



**CITY OF GENEVA**  
**BIG OAK MUSIC FESTIVAL**  
**VENDOR PACKET**

## INFORMATION

**DATE:**

Saturday, October 7, 2023

**LOCATION:**

Robert Fowler Memorial Park  
"The Junction"  
Westville Avenue  
Geneva, Alabama

**SPONSORED BY:**

City of Geneva, Alabama

**CONTACT:**

Lisa Johnson  
City Clerk/Treasurer  
334/684-2485  
eventinfo@genevaal.gov

**EVENT HOURS:**

1:00 P.M. TO 11:00 P.M.

**SET UP BEGINS:**

9:00 A.M.

**BREAK DOWN BEGINS:**

11:00 P.M.

## **RULES, REGULATIONS AND CONDITIONS**

### **GENERAL OVERVIEW:**

Rules and Regulations apply to all vendors.

Vendors and their representatives must be of high integrity, presenting a professional and respectful image while onsite. Big Oak Music Festival is a community-focused event. As such, the City goes to great lengths to maintain a reputable public image.

Applicants (except for corporate vendor sponsors) will be required to submit a list of other events for which they were a vendor and a picture of their set up at one of these events. This information is to help establish experience as a vendor. Vendor space is limited. Vendor selection may be based on the quality and quantity of products being offered and previous experience as a vendor. Sale of particular products may be limited to a specific number of vendors in an effort to prevent overlapping of products and improve the probability for vendors.

Due to sponsorships, food vendors may be restricted to the certain brands of products being offered and will be required to purchase beverages from the Festival's approved vendor (example beverages).

The City assigns vendor space only for the promotion and sale of products and services specified in your application and approved by the City. Rates will vary based on size and application.

Please read the rules, regulations and conditions before signing the acknowledgement.

### **TYPES OF VENDORS:**

Types of vendors being sought are for the promotion and sale of products and services.

Retail/Service vendors being sought are arts/crafts, new items, food and beverage. For retail vendors, NO yard sale items will be permitted. Exceptions for used items would include an antique vendor, however no used clothes items can be sold.

Types of food vendors being sought are full service food trucks and limited item vendors such as peanuts, lemonade, ice cream, etc.

Corporate vendors must purchase a sponsorship package.

Public figures must purchase a sponsorship package.

All vendors (except for public figures and corporate sponsor vendors) will be required to submit a picture of their set up at another event.

## **VENDOR BOOTHS:**

Space for general retail vendor booths is 12x10. Space for food vendors is 20x12 and comes with and without electric and water hookups. Corporate vendor spaces are 15x12. The City does not provide any equipment only space. Vendors are responsible for having their own equipment including electrical cords and hoses if water and electric service is needed. Festival workers will not assist with setup or breakdown of the vendor's equipment.

The City will assign vendor space at its sole discretion. Once booth assignment is finalized, a map will be sent to the contact listed on your Vendor Application Form. Upon festival arrival, you will be met by an event coordinator who will direct you on how to best access your space. Do not deviate from these directions, as it can create a delay for you and other vendors to setup.

Vendors may begin setting up at 9:00 a.m. the day of the event and all set up must be completed by 12:00 p.m.

Vendors may unload at their assigned space but once all items are unloaded vehicles must move to the Vendor Parking area and remain there until time for breakdown (All vendor vehicles must be in the Vendor Parking area by 1:00 p.m. and will not be allowed to drive in the festival area between the hours of 1:00 p.m. and 11:00 p.m.). Food vendors will be allowed the truck/trailer in the event space only. Vendor Parking areas will be designated on the map and will be as close to the event as reasonably possible. Vendors must set up in their assigned space and all equipment must fit into their purchased space.

Break down may begin at 11:00 p.m. Upon completion of breakdown the vendor is responsible for cleaning up their assigned area. Area should be left as found, free of debris.

All booths must remain open and staffed for business from gate open until 11:00 p.m.

Retail/Service Vendors will receive 3 staff entry passes. Any additional workers will need to purchase event tickets.

Food Vendors will receive 4 staff entry passes. Any additional workers will need to purchase event tickets.

Corporate/Public figure vendors will receive passes based on their level of sponsorship.

## **PRODUCTS/SERVICES/MERCHENDISE**

Retail/Service vendors are required to give a general summary of products/services being offered. Food vendors are required to give a listing of all items being sold. All products and services being sold must be approved by the City. If you are approved as a vendor you will receive notice of the type products/services/foods you are approved to sell. Vendors promoting or selling products or services not listed and approved in the products description submitted, may be asked

to remove them from their vendor space. The goal is to ensure that the Festival does not have a high overlap in products/services and is intended to improve profitability for each vendor.

Vendors are not permitted to exhibit or promote their products or services outside the boundaries of their assigned space.

Due to various sponsorships, some items being sold will have restrictions and may be required to be purchased from an approved vendor. (Example if a particular beverage company is sponsoring the event, all vendors may be restricted to offering that sponsors brand of beverages).

Food vendors will need to possess a valid health food permit.

### **APPEARANCE OF VENDORS**

Vendor spaces shall be kept neat, orderly and clean at all times. Attire should bear no offensive images/slogans and language. All vendors are expected to maintain a high level of integrity and professionalism.

All vendors are required to have a tent that is properly secured to the ground. Tents should be in good condition and free from tears and holes. Food vendors are not required to have a tent but are encouraged to have a covered area for guests to place orders out of the sunlight/rain.

### **GENERAL REQUIREMENTS**

Smoking is strictly prohibited throughout the festival venue except in designated smoking areas. This includes vaping.

Vendors are responsible for collecting and remitting sales tax to the appropriate agency. This event is inside the City limits of the City of Geneva and the total tax rate is 9.5%.

Vendors are responsible for the conduct of their staff.

### **VIOLATION OF RULES AND REGULATIONS**

Any vendor violating any of the rules and regulations will be warned and if the violation continues the vendor may be required to vacate the premises. Violations of rules and regulations may result in being barred from future events.

## **VENDOR PRICING/APPLICATION/PAYMENT**

Retail/Service Vendor Booth– 12 x 10 space : \$100.00 Includes space, 3 staff passes, advertising listing on event webpage.

Large Food Vendor Booth – 20 x 12 space: \$350.00 Includes space, water, electricity, garbage can and 4 staff passes, listing on event webpage.

Small/Limited Food Vendor Booth - \$150.00 Includes space, 4 staff passes, listing on event webpage.

All vendors will be listed on the event's web page. If you have a logo you would like to appear on the page please email a copy upon approval of your application.

Applications are to be submitted for review and approval. The receipt of the Booth Registration Form does not constitute acceptance into the Festival, DO NOT SEND PAYMENT until you have been notified you are approved. If your application is approved your Vendor Contact will be notified and you will have 5 days to submit payment or your space will be forfeited. Acceptance of applications will be closed when all available spacing is filled.

The City will be taking pictures and videoing the event for use in future event advertising. By agreeing to become a vendor you are also agreeing that any picture or video footage of you, your booth, products, employees, etc. can be used royalty free by the City.

## **CANCELLATION POLICY**

This is a rain or shine event. Once paid, all fees are non-refundable.

## **INDEMNITY**

Vendors and action of vendors are not covered under the City's liability insurance policy. Vendors are encouraged to have their own insurance policy. The City of Geneva, nor any officers, agents, employees and other representative shall be held accountable for, and the same are hereby released from, accountability or liability for any damage, loss, harm or injury to the person or any property of Vendor or any of its agents, employees or other representative, resulting from theft, fire, water, accident or any other cause. Vendor hereby agrees to indemnify, defend, protect and hold harmless the City of Geneva.

CITY OF GENEVA- BIG OAK MUSIC FESTIVAL

VENDOR APPLICATION

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

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Select Vendor Type:

Retail/Service Vendor       Large Food Vendor       Small/Limited Food Vendor

Retail/Service Vendors List a general description of products/services being sold/offered:

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

Food Vendors List ALL items being sold:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**ACKNOWLEDGEMENT**

I have read and hereby agree to follow all the rules of the Festival and all Federal, State and Local Laws and Regulations. I understand that the Festival will be held on the specified dates, regardless of the weather and fees are non-refundable for any reason. I agree to indemnify, defend, protect and hold harmless the City of Geneva.

Signature of Authorized Vendor Representative \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**Submittal Instructions:**

Complete the Vendor Booth Application portion of this form and sign the acknowledgement. Return these forms along with a picture of your setup at another similar event by email to [eventinfo@genevaal.gov](mailto:eventinfo@genevaal.gov) , by mail to P. O. Box 37, Geneva, Alabama 36340 or bring to the City Clerk's Office at 517 S. Commerce Street, Geneva, Alabama. If you are approved as a vendor you will be notified of which products/services are approved to sell.

Failure to complete the application or to submit a picture may result in your application being rejected.



