

Food Vending Information Packet - Savannah Black Heritage Festival 2017

<b>FOOD VENDORS</b>	Registration Fee: \$250 Deadline: January 13, 2017  Late Registration Fee: \$300 (January 14-27, 2017) [Provided space is available]	Forms and fees will not be accepted from food vendors after January 27, 2017.  <b>NO EXCEPTIONS.</b>
---------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------

**NOTE: BEFORE COMPLETING THE FOOD VENDING APPLICATION, CAREFULLY AND THOROUGHLY READ THE INFORMATION BELOW.**

**NOTE: ALL FOOD VENDORS MUST MEET REQUIREMENTS AND BE CLEARED BY THE CHATHAM COUNTY HEALTH DEPARTMENT IN ORDER TO PARTICIPATE AS A FOOD VENDOR FOR THE FESTIVAL ON FEBRUARY 11, 2017. IT IS THE SOLE RESPONSIBILITY OF THE FOOD VENDOR TO MAKE CONTACT WITH THE HEALTH DEPARTMENT AND COMPLY WITH THEIR REGULATIONS. FOOD VENDORS MUST PRESENT CLEARANCE DOCUMENTATION FROM THE HEALTH DEPARTMENT IN ORDER TO PARTICIPATE AS A FESTIVAL FOOD VENDOR. FOOD VENDORS MUST FIRST CONTACT THE BLACK HERITAGE FESTIVAL OFFICE TO RESERVE VENDING SPACE BEFORE MAKING CONTACT WITH THE CHATHAM COUNTY HEALTH DEPARTMENT.**

**HEALTH REGULATIONS**

All vendors warrant that they hold liability insurance (as applicable) covering the concession operation and may be asked to present it on request. A temporary food service permit is required. **There is a \$60.00 fee for the temporary permit.** Documentation must be presented to the Chatham County Health Department on or before January 27, 2017. **All regulations related to food preparation, food service and the attire of food servers are as dictated by the Chatham County Health Department and must be met.** Contact the Chatham County Health Department for an application at 1395 Eisenhower Drive, Savannah, GA 31406; P.O. Box 14257, Savannah, GA 31416 (912-356-2160 phone; 912-356-2969 fax). Any violation of the food vendor provisions will result in the loss of vendor space during the Festival. **NO FEES WILL BE RETURNED.**

**LOCATION AND DATE WITH SPECIAL NOTICES FOR FOOD VENDORS**

Food vending will be held in the Savannah Civic Center Arena (301 West Oglethorpe Avenue, Savannah, Georgia 31401) from 12:00 p.m.-9:00 p.m. on Saturday, February 11, 2017. Any booth (vendor) that has **gross food sales of 25% or more** will be considered a food booth. Managers of food booths must complete a Food Concession Worksheet (attached) and pay **the 10% fee on the food sale items (food only, not other wares)** unless they have pre-approved written consent from the Civic Center designee before the Grand Festival Day.

**The following items MAY NOT be sold by Food Vendors: beverages to include domestic sodas, alcohol, tea, water, coffee, hot chocolate, and commercially packaged items. Water companies who will be vending at the festival may only supply samples of water in small, 4 oz. cups. Bottled water MAY NOT be distributed for samples.** Vendors may sell lemonade (homemade or canned).

The Civic Center Concession Manager will be present at the beverage booth on the day of the Festival. Please go to the beverage booth with your Food Concession Worksheet and 10% fee. The Concession Manager will check your worksheet, sign it, have you sign it, and give you a receipt for payment received. **All Festival food concession booth managers must pay 10% of gross revenue to the Civic Center Concession Supervisor by 8:00 p.m. or 30 minutes before closing their booths on February 11<sup>th</sup>, whichever comes first. Any booth manager leaving the building without payment upon closing will be billed a flat catering fee of \$250.00.** Questions regarding these policies should be directed to Bernard Roberson, Concession Supervisor of the Savannah Civic Center at 912-651-6561.

**REGISTRATION FEE AND PAYMENT**

Food Vendors/Demonstrators will be charged a registration fee of \$250.00 per booth space (if payment is received by January 13, 2017). **From January 14-27, 2017, the late registration fee for food vendors will be \$300.00, if space is still available. REGISTRATION FORMS, FEES, AND HEALTH DEPARTMENT CLEARANCE WILL NOT BE ACCEPTED FROM FOOD VENDORS AFTER JANUARY 27, 2017. NO EXCEPTIONS.** The food vendor registration fee covers the set-up of an 8' x 10' space which includes one 24" X 6' skirted table, one undressed work table, two chairs, a name badge, a booth sign, and security. No application will be processed without full payment of registration fee. **Space is limited, and the booths are assigned on a first-come, first-served basis. Therefore, there is no guarantee that a returning vendor will get the same spot location as the previous year(s). Please submit your application as soon as possible. NO REFUNDS WILL BE GIVEN AFTER THE JANUARY 13, 2017 REGISTRATION DEADLINE.** Payment may be made in the form of cash, a check, money order, or it may be applied to a credit card (VISA, American Express, Discover, or MasterCard). Declined credit cards will be resubmitted only once. No spaces will be held for failed transactions. Checks and money orders should be made payable to **Savannah State University** and sent to **Savannah Black Heritage Festival-Vending, Box 40284, Savannah, GA 31404.** Vendors paying via credit card may fax their payment form to 912-358-4812. **Payments made with a credit card will not be processed without a signature in the authorized signature space provided on the registration form. ONLY RETURN THE PAYMENT FORM AND RELATED FEE TO THE SAVANNAH BLACK HERITAGE FESTIVAL OFFICE AT THE ADDRESS LISTED. All registration forms must be signed in the Vendor/Artist/Performer/Demonstrator signature space located at the bottom of the form and dated.** Receipts will be provided in the form of a payment confirmation email after the registration form and fees have been received and processed. Questions regarding vending should be directed to the Savannah Black Heritage Festival (SBHF) office located in the King-Frazier Complex, Room 200. The SBHF office phone number is 912-358-4309. The email address is [heritage@savannahstate.edu](mailto:heritage@savannahstate.edu).

<b>FOOD VENDORS</b>	<b>Registration Fee: \$250 Deadline: January 13, 2017</b> <b>Late Registration Fee: \$300 (January 14-27, 2017)</b> <b>[Provided space is available]</b>	<b>Page 2</b> <b>Forms and fees will not be accepted from</b> <b>food vendors after January 27, 2016.</b> <b>NO EXCEPTIONS.</b>
---------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------

**EQUIPMENT**

**COMMERCIAL GRADE APPLIANCES CANNOT BE USED.** PROPANE TANKS ARE NOT ALLOWED EXCEPT FOR THE SMALL NON-REFILLABLE CONTAINERS. ONLY SMALL APPLIANCES ARE ALLOWABLE. FIRE CODE REGULATIONS ALSO REQUIRE THAT EACH FOOD VENDOR HAVE EITHER A K-CLASS FIRE EXTINGUISHER FOR ANY TYPE OF GREASE APPLICATION OR A REGULAR FIRE EXTINGUISHER FOR ALL OTHER FOOD VENDING (Call Mr. Richard Griffin, Fire Marshall, [7 Martin Luther King Jr. Blvd., Savannah, GA 31401], for final clearance on equipment and type of fire extinguisher required BEFORE the January 13<sup>th</sup> registration deadline date at 912-644-5960 or fax 912-525-1606). OUTDOOR GRILLS ARE ALLOWED AND WILL BE STATIONED OUTSIDE THE ARENA AT THE LIBERTY STREET ENTRANCE. Spaces for grills and outdoor food vending equipment will be assigned. **The use of grills and cooking equipment that do not require electricity must be cleared with the Festival Administrator, and you will be instructed as to an assigned location to set up any outdoor cooking equipment outside the Arena on the Liberty Street entrance.**

**SET UP**

The Civic Center will be open for set up on Saturday, February 11, 2017 at 8:30 a.m. **FOOD VENDORS SHOULD ENTER FROM THE LIBERTY STREET ENTRANCE TO UNLOAD THEIR MERCHANDISE AND SET UP OUTDOOR GRILLS.** Registrants who do not claim their assigned location by 12:00 p.m. will forfeit their space and their registration fee. **The space will be reassigned. VENDORS MUST HAVE THEIR AREA CLEARED BY 10:00 P.M. ON SATURDAY, FEBRUARY 11, 2017.** **Therefore, all vendors are asked to close their booths promptly at 9:00 p.m. and begin to pack up their remaining merchandise so the spaces can be completely cleared by 10:00 p.m.** All materials, supplies and outdoor equipment must be removed from the assigned space. Vendors agree to abide by all rules and regulations of the Festival, the Health Department, the Civic Center, and the Fire Marshal. **Once a vendor has been assigned a space, he or she cannot move from the assigned location, nor can he or she give or sell the space to another vendor without permission of the BHF Vending Coordinator.** Should vending space become available during the Festival, the Vending Coordinator is solely responsible for determining the use of the vacated space. **Helium balloons are prohibited. All vended merchandise should reflect the family nature of the Festival. Adult and inflammatory materials are not acceptable. VENDORS MUST NOT POST ANY SIGNS ABOVE THEIR BOOTH/TENT THAT WILL OBSTRUCT THE VIEW OF THE MAIN STAGE FOR FESTIVAL ATTENDEES WHO ARE SEATED IN THE MEZZANINE SECTION OR HIGHER SECTIONS IN THE CIVIC CENTER ARENA.** All vendors are required to keep their area free of trash, paper, and other debris and the regulation fire extinguisher must be visible. Vendors are further responsible for keeping their booth staffed and in place during the leased period. Any violation of the vendor provisions will result in the loss of vendor space during the Festival. **NO FEES WILL BE RETURNED. VENDORS/DEMONSTRATORS AGREE TO PROVIDE ALL FOOD, MATERIALS AND EQUIPMENT NEEDED TO OPERATE AS A VENDOR AT THE 2017 SAVANNAH BLACK HERITAGE FESTIVAL UNLESS (1) OTHERWISE REQUESTED OR (2) THE FESTIVAL ADMINISTRATOR HAS AGREED TO PROVIDE MATERIALS AT AN ADDITIONAL CHARGE ABOVE AND BEYOND THE SET-UP SPACE FEE.**

**SPECIAL SERVICE REQUESTS**

**EXTRA TABLES, ELECTRICITY, AND INTERNET SERVICE MUST BE REQUESTED ON THE REGISTRATION FORM IN ADVANCE (BEFORE THE JANUARY 13, 2017 DEADLINE) AND PAID THROUGH THE BLACK HERITAGE FESTIVAL OFFICE. THERE WILL BE A HIGHER FEE (PAYABLE BY CASH ONLY) FOR ANY SPECIAL SERVICE REQUEST THAT IS MADE ON THE DAY OF THE EVENT (FEBRUARY 11, 2017). [ON FEBRUARY 11, 2017, SPECIAL REQUEST FEES WOULD APPLY AS FOLLOWS: EXTRA (UNDRESSED) TABLE - \$30 EACH; ELECTRICITY - \$100 EACH OUTLET; AND INTERNET - \$100.]**

**INDEMNITY**

All vendors agree to indemnify and save harmless the University System of Georgia Board of Regents by/for Savannah State University (and all its units) d/b/a Savannah Black Heritage Festival, the Savannah Civic Center, the City of Savannah (and all its units), other Festival sponsors, and their employees and volunteers (collectively, the "Indemnitees") of and from all claims for personal injuries, illnesses, property damage or theft arising in any manner in connection with any operation, performances, rehearsals, set up, food service or demonstrations of such vendor, except to the extent the same is caused by the gross negligence or willful misconduct of an Indemnitee.

**RIGHTS TO ASSIGN**

Neither the Festival Administrator nor the artists, vendors, performers, or demonstrators have the right to assign or transfer this agreement without written consent of the other party.

**ENTIRE AGREEMENT**

This agreement and the exchange of consideration for which it provides describes each party's entire understanding concerning its subject matter and may be modified only in writing signed by all parties. It will be construed in accordance with the laws of the state of Georgia applicable to contracts made wholly to be performed in Georgia. In no way does this agreement constitute an employer-employee relationship. All artists, vendors, performers, and demonstrators are independent contractors. All activities performed by artists, vendors, performers, and demonstrators will conform to the laws of the state of Georgia and the City of Savannah.

This form is provided for Food Vendors ONLY.

**Food Concession Worksheet**  
**Savannah Black Heritage Festival 2017**

**Gross**                    \$ \_\_\_\_\_ . \_\_\_\_\_

**Less 10%**                \$ \_\_\_\_\_ . \_\_\_\_\_

**Payment**                \$ \_\_\_\_\_ . \_\_\_\_\_

**Concession Company** \_\_\_\_\_

**Merchandise** \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_

**Date**                    **February 11, 2017**

**Venue**                    **Savannah Civic Center, MLK Arena**

**Received by** \_\_\_\_\_

This form is provided for Food Vendors ONLY.

**REGULATIONS/REQUIREMENTS CHECK LIST FOR FOOD VENDING**  
 SAVANNAH BLACK HERITAGE FESTIVAL 2017

*Please contact the Fire Marshal, Mr. Richard Griffin, (7 Martin Luther King Jr. Blvd., Savannah, GA 31401) by Phone: 912-644-5960 or Fax: 912-525-1606 for final clearance on your cooking/heating equipment and regulation fire extinguisher **BEFORE** January 13, 2017 to ensure that you will be able to meet the regulations and requirements.*

Check List

EQUIPMENT ALLOWED	EQUIPMENT NOT ALLOWED	TYPE OF FIRE EXTINGUISHER	CLEARED WITH FIRE MARSHAL	
			YES	NO
Small Appliances		Regular Fire Extinguisher		
Small Propane Tanks With NON-Refillable Containers		Regular Fire Extinguisher		
Any Type Grease Application Equipment		K-Class Fire Extinguisher		
Outdoor Grill (Without Grease Application)		Regular Fire Extinguisher		
Outdoor Grill (With Grease Application)		K-Class Fire Extinguisher		
Outdoor Cooking/Serving Unit (With Grease Application)		K-Class Fire Extinguisher		
	Commercial Grade Appliances			
	Propane Tanks			

**All vendors are required to keep their area free of trash, paper, and other debris, and the regulation fire extinguisher must be visible and accessible. Vendors are further responsible for keeping their booth staffed and in place during the leased period.**

**Vendors MUST break down their booths and have their area cleaned by 10:00 p.m. on Saturday, February 11, 2017. Vendors must remit 10% of their gross earnings at the Festival to the Civic Center by 8:00 p.m. or 30 minutes before closing the booth on February 11<sup>th</sup>, whichever comes first. All materials, supplies and outdoor equipment must be removed from the assigned space. Vendors agree to abide by all rules and regulations of the Festival, the Civic Center, and the Fire Marshal.**

Savannah State University and  
The Department of Cultural Affairs of the City of Savannah  
present the  
**28<sup>th</sup> Annual Savannah Black Heritage Festival**  
Savannah, Georgia  
February 11, 2017

**FOOD VENDOR REGISTRATION FORM**

**NOTE: BEFORE COMPLETING THIS VENDING REGISTRATION FORM, READ THE FOOD INFORMATION PACKET CAREFULLY AND THOROUGHLY.**

This agreement allows the individual or group to perform, operate a vendor's booth or provide demonstrations on February 11, 2017, at the Savannah Civic Center, Savannah, Georgia. It also serves as a contract between the Savannah State University Black Heritage Festival Committee, herein after referred to as the Festival Administrator, and the below named. The term vendor will herein be used to refer to demonstrators as well as any individual selling products. Completion of this agreement, full payment of registration fee, and the submission of supporting documents by the stipulated deadlines solely constitute a completed registration to be honored by the Festival Administrator. **The Product Description section must be completed. The registration deadline for Food Vendors is January 13, 2017. ALL VENDORS/ARTISTS/PERFORMERS/DEMONSTRATORS MUST SIGN AND DATE THIS FORM IN THE SPACES PROVIDED AT THE BOTTOM.**

<b>Name of Business:</b>												
<b>Contact Person:</b>												
<b>Address:</b>		<b>City/State/Zip:</b>										
<b>Business Phone #:</b>	<b>Fax#:</b>	<b>Cell/Alternate Phone #:</b>										
<b>E-mail Address:</b>												
<b>Product Description (REQUIRED):</b> [Please list all food items provided at booth]												
<b>(Indicate if you will bring any of the following:</b> Outside Grill <input type="checkbox"/> Yes <input type="checkbox"/> No    Dimensions (Size) _____ ft. x _____ ft. Outside Cooking/Serving Unit <input type="checkbox"/> Yes <input type="checkbox"/> No    Dimensions (Size) _____ ft. x _____ ft.												
<b>Method of Payment (select one):</b> <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Money Order <input type="checkbox"/> American Express <input type="checkbox"/> Discover Card <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA												
<b>Checks and money orders should be made payable to</b> <b>Savannah State University</b>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>(1) Registration Fee</td><td style="text-align: right;">\$</td></tr> <tr><td>(2) ___ Extra Table(s) @ \$25.00 each</td><td style="text-align: right;">\$</td></tr> <tr><td>(3) Electricity (\$75.00 each)</td><td style="text-align: right;">\$</td></tr> <tr><td>(4) Internet (\$75.00)</td><td style="text-align: right;">\$</td></tr> <tr><td>(5) TOTAL AMOUNT PAID</td><td style="text-align: right;">\$</td></tr> </table>	(1) Registration Fee	\$	(2) ___ Extra Table(s) @ \$25.00 each	\$	(3) Electricity (\$75.00 each)	\$	(4) Internet (\$75.00)	\$	(5) TOTAL AMOUNT PAID	\$
(1) Registration Fee	\$											
(2) ___ Extra Table(s) @ \$25.00 each	\$											
(3) Electricity (\$75.00 each)	\$											
(4) Internet (\$75.00)	\$											
(5) TOTAL AMOUNT PAID	\$											
<b>LATE FEES APPLY AFTER DEADLINE DATE:</b> <b>Late registration - \$300.00 (January 14-27, 2017)</b>												
<b>NOTE: The following CASH-ONLY fees will apply to special requests that are made on the day of the event (February 11, 2017):</b> <b>Extra Table (undressed) - \$30.00 each; Electricity - \$100.00 each outlet; and Internet - \$100.00.</b>												
<b>Credit Card #:</b>												
<b>Security Code:</b> (3 or 4 digits located on the front or back of the card)		<b>Expiration Date (mm/yy):</b>										
<b>Authorizing Signature:</b> (Must have card holder's signature to process a credit card payment)		<b>Date:</b>										
<b>Please provide names of persons who will be working at your booth:</b>												
I have carefully and thoroughly read the attached conditions and details of this application and agree to its terms.												
<b>SIGNATURE:</b> _____ (REQUIRED) <span style="float: right;">(Vendor/Artist/Performer/Demonstrator)</span>		<b>DATE:</b> _____										

Only return the completed registration form and related fee to:  
Savannah Black Heritage Festival-Vending, Box 40284, Savannah, GA 31404.  
(Checks and money orders should be made payable to **Savannah State University**.)

Vending Information: Call 912-358-4309; Fax 912-358-4812  
Festival Website: [www.savannahblackheritagefestival.com](http://www.savannahblackheritagefestival.com)    Email: [heritage@savannahstate.edu](mailto:heritage@savannahstate.edu)