

# Madison County Recreation Department

Event Vendor/Booth Application

1345 Highway 98 | PO Box 248

Danielsville, GA 30633

Shelley Parham, 706-795-6270, [sparham@madisonco.us](mailto:sparham@madisonco.us)

## Vendor Information

Company/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Booth Space Information

Please check:  Vendor  Non-Profit

Please list goods/services for all that apply to your booth:

Food: \_\_\_\_\_ Drink: \_\_\_\_\_

Novelty/Souvenir: \_\_\_\_\_ Service: \_\_\_\_\_

Promotional/Giveaways: \_\_\_\_\_ Other: \_\_\_\_\_

## Vendor Authorization

I have read, understand, and agree to the contract terms and conditions.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## MCRD USE ONLY

Event Name: 2020 Spring Festival Event Date: 3/21/2020

Fee: \_\_\_\_\_ Total Paid: \_\_\_\_\_ Receipt: \_\_\_\_\_ Payment Type:  Cash  Check # \_\_\_\_\_

MCRD Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Booth Space Available

- 10'x10' tent space - \$10 per space  
# of spaces? \_\_\_\_\_
- Food Truck Vendor – 20% of profits for the day

### Vendor Contact Terms & Conditions

1. This agreement shall be effective for the duration of the event.
2. Applicant agrees to comply with all of MCRD's time deadlines throughout the terms of this agreement.
3. All goods and services at MCRD events must be family-friendly and suitable for all ages. All goods and services are subject to MCRD's approval.
4. The placement within the event area is at the discretion of MCRD.
5. MCRD will not be held liable for any damages to the applicant's property throughout the term of this agreement.
6. Vendors must provide their own tents, tables, and chairs. Nothing will be provided by MCRD.
7. Vendors are responsible for providing their own electricity (generators must be low noise).
8. **Completed applications are due no later than Friday, March 13, 2020.**
9. Applicant agrees to comply with all MCRD Park Rules throughout the term of the agreement.
10. Applicant is responsible for all set-up and break down associated with booth space.
11. Applicant is responsible for pickup up all trash and clearing out booth space at the end of the event.

### Certificate Insurance holder should read:

Madison County Board of Commissioners  
PO Box 147  
Danielsville, GA 30633

### Insurance Requirements:

General Liability policy including Products/Completed Operations coverage with a \$1,000,000 per occurrence minimum and a \$2,000,000 aggregate. The insurance shall be primary and non-contributory with respect to any insurance of self-insurance programs covering the county, its officials, agents, representatives and employees. The insurance company used must be rated at least an A-Class VI, Best Rated Company and licensed in the State of Georgia to conduct business.

In the event of inclement weather, activities and events are subject to cancellation. There will be no refunds.

Please submit application to the Madison County Recreation Department office.

In person: 1345 Highway 98, Danielsville GA 30633

Mail: PO Box 248, Danielsville GA 30633

*Payment for booth space is due upon receipt of application.*

For more information, please call 706-795-6270 or email Shelley Parham at [sparham@madisonco.us](mailto:sparham@madisonco.us).