

CITY OF  
**WOODSTOCK**



PARKS AND RECREATION



**Kick off the holiday season with our traditional**



***Christmas Jubilee & Parade of Lights!***

**December 7, 2019**

**5:30 – 9 pm**

**The Park at City Center**

**Vendor Application**



Parade starts at 5:30 pm. Festival starts approximately 6:00 pm.

Visits with Santa!

Mayor and Santa will flip the switch to light The Park and Christmas Tree!

Music by Ronnie the DJ!

Free moonwalk by Colby Family Chiropractic!

Enjoy free cupcake decorating, hot apple cider, and hot chocolate!

Children's crafts, activities, games, and inflatables!

Preservation Woodstock awards its Citizen of the Year!

Lots of food and special holiday vendors!

Please return application ASAP, as space is limited.

Announcement of winners for the Best Holiday, Most Original, the People's Choice Floats, and the new History & Heritage trophy for the float best representing Woodstock!

105 East Main Street, Suite 142 • Woodstock, GA • 30188 • 770-592-6000 ext. 1952

[mstockdale@woodstockga.gov](mailto:mstockdale@woodstockga.gov)

[www.WoodstockParksandRec.com](http://www.WoodstockParksandRec.com)

[www.WoodstockConcertSeries.com](http://www.WoodstockConcertSeries.com)

# Vendor/Exhibitor Rules and Code of Conduct

1. NO STAKES ALLOWED. WATER JUGS, WEIGHTS, AND SAND BAGS ONLY, you will be charged for repairs.
2. Exhibitors and vendors agree to be present for all scheduled event hours. No early break downs.
3. Vendors and exhibitors MUST check-in with staff prior to setting up and must set up in assigned area only.
4. Any cancellations after acceptance into event(s) will result in forfeiture of all fees by applicant. There will be no rain date, and there will be no refunds because of the weather, unless the City of Woodstock cancels the event due to inclement weather.
5. All food vendors must comply with all applicable Health Department Food Handling Guidelines. Food Vendors with grease or oil must have at their site a Class K fire extinguisher. Food Vendors with any heating device must have a Class ABC fire extinguisher at their site.
6. With approval from event staff, pop-up tents may be set up the night before the event(s) at the exhibitor's or vendor's own risk. No one can set up prior to receiving their booth assignment from staff. Setting up your booth prior to the designated check-in time or setting up your booth in an area other than the one assigned will be grounds for dismissal from festival grounds. Food Vendors may not set up tents early.
7. Exhibitors and vendors are required to keep their booth area clean, neat, and free of hazards.
8. Exhibitors and vendors agree to have their booth set up and ready for business by designated times as scheduled by Event Coordinator. Everything must be removed from the park immediately after the event. Anything left overnight will be considered abandoned and disposed of accordingly.
9. All exhibitors and vendors will decorate their booths in an attractive manner, and are responsible for providing their own set-up materials, including tables, chairs, and tents. ALL DISPLAYED ITEMS MUST BE APPROPRIATE FOR FAMILY VIEWING.
10. No pets, other than service animals, are allowed. Consumption or sale of alcoholic beverages is strictly prohibited.
11. Generators must receive prior approval before use. Quiet generators only.
12. Vendor parking is located at Chattahoochee Tech. College and The City Center (formerly Woodstock Community Church). Please park there after dropping off your event supplies at the park.
13. All exhibitors and vendors agree to display and sell only those goods described on their application.
14. Exhibitors and vendors are responsible for the set-up and take-down of their own booths. All trash must be disposed of properly.
15. We do not guarantee sales, participation, or visitation by event guests to your booth area. Event staff has the right to assign vendors booth space to areas at their own discretion. No refunds will be given based on lack of sales, location of booth, competing vendors, etc. Getting your application in early does not guarantee you a certain space in the park. Your application may be denied for any reason. Food Vendors are chosen at the discretion of City of Woodstock Event Staff, not by first come, first served.
16. Exhibitors and vendors assume all responsibility for loss or damage of any kind to their property during events. Exhibitors and vendors agree to indemnify and defend said event(s), the City of Woodstock, and its employees against all claims or expenses arising out of the use of exhibit space.
17. Any points not covered above or elsewhere are subject to settlement by the City of Woodstock Event Management. Any violation of these rules and regulations by any exhibitor could forfeit all monies that have been paid. The City of Woodstock and Event Coordinator reserve the right to terminate the agreement for booth space. Written notice by Event Coordinator to terminate the agreement for booth space is not required.
18. Submission of application signifies acceptance and compliance of rules and codes of conduct.
19. Electricity will be provided ONLY to those applicants who request electricity at time of application and pay the designated fee. Applicants requesting electricity will be required to provide their own electrical cords. Electricity is not guaranteed. Due to limited power in the park, it will be assigned first to those who need it as part of their business. Be specific on your application. (Fans, radios, etc. are not necessities) 110-volt outlets.



## City of Woodstock's 2019

### *Christmas Jubilee Vendor Application*

Organization: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

\*Vendors must be an *art, crafts, kid's activity, or gift item* vendor in order to participate.

**Application Deadline: 11-22-19**

Description of What You Are Selling / Giving Away / Providing / Promoting?

### Vendor Fees

**\$ 75.00** - 10' x 10' Booth Space      Electricity add: **\$ 25.00** (110 outlet)

**Booth Fee:** \$ \_\_\_\_\_      add **Electricity:** \$ \_\_\_\_\_      **TOTAL:** \$ \_\_\_\_\_

\*All electricity requests are not guaranteed and there are no water hook ups on site. Information provided to us on this page may be shared publicly upon request. Fee is for space only, you must bring your own tables, chairs, tents, etc.

**All payments must be submitted with application.**

**OFFICE USE ONLY:**

Payment received on: \_\_\_\_\_ By: \_\_\_\_\_ Waiver Received? Y/N \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_ Credit Card \_\_\_\_\_

**VERY IMPORTANT: This Release of All Claims Form must be signed and returned with the vendor application and payment to be allowed to participate in event.**

**CITY OF WOODSTOCK, GEORGIA**

**RELEASE OF ALL CLAIMS**

This indenture witnesseth that in return for the City of Woodstock's allowing the undersigned to participate in any City Event, the undersigned hereby acknowledges that he/she is aware of the nature of the activity and the potential for physical injury associated with the activity. Nonetheless, in return for the City's accord and satisfaction, for the undersigned, my heirs, executors, administrators and assigns, I forever release and discharge the City of Woodstock, Georgia, its officers, employees, servants, and agents from any and all manner of actions, causes of actions, claims and demands, damages, costs, suits, debts, accounts, promises, trespasses, judgments, expenses, and loss of service, both known or unknown, suspected or unsuspected, whatsoever in law or in equity, already sustained or that the undersigned may hereafter sustain, in consequence of or relating to the activity, from the beginning of time forward.

I hereby declare that this release is being given voluntarily, and that no representations about the nature and extent of the said damages made by any attorney or agent of the party hereby released, nor any representations, regarding the nature and extent of legal liability or financial responsibility of the party hereby released, have induced me to enter into this release. The undersigned hereby acknowledges receipt of a copy of this release before signing it, and further represents that if he/she is signing in a representative capacity, he/she has the authority to do so on behalf of his principal and to bind that principal.

This release shall be construed, interpreted and enforced in accordance with the laws of the State of Georgia. Furthermore, this release constitutes the entire agreement between the parties relating to the subject matter hereof and supersedes all prior written and or oral agreements, understandings, or representations of the parties relating to the subject matter hereof and supersedes all prior written or oral agreements, understandings, or representations of the parties relating to the same subject matter.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization

Submit application and pay online [www.WoodstockParksandRec.com](http://www.WoodstockParksandRec.com)  
Visa, MasterCard & Discover accepted on website, check by mail.

**Please make checks payable to: CITY OF WOODSTOCK**

**Mail to:**  
City of Woodstock  
Attn: Marybeth Stockdale  
105 East Main Street, Suite 142  
Woodstock, GA 30188

**PLEASE NOTE:** All credit card information is shredded after cards are processed. We do not keep any credit card information on file. This is in compliance with Payment Card Industry Data Security Standards. (PCI DSS)