



## VENDOR INFORMATION SHEET

The Greater Columbus Fair has been a tradition in the Columbus area for years. We would like to welcome you as a vendor for this year's exciting event. Below are the rules and regulations that apply while you are on the fair grounds as a vendor.

### RULES AND REGULATIONS:

- ALL VENDORS MUST COMPLETE A VENDOR APPLICATION FORM AND RETURN IT TO THE COLUMBUS CIVIC CENTER OFFICE BY OCT 10, 2019.
- DEPOSIT MUST ACCOMPANY THE APPLICATION. NO SPACE WILL BE ALLOTTED UNTIL DEPOSIT AND APPLICATION ARE RECEIVED. ALL UNPAID BALANCES MUST BE PAID **BEFORE** A VENDOR IS ALLOWED TO SET UP.
- VENDORS ARE RESPONSIBLE FOR CASH SALES AND THE SECURITY OF ALL MONEY.
- SECURITY PROVIDED OVERNIGHT THROUGHOUT THE FAIR GROUNDS; HOWEVER, **WE ARE NOT RESPONSIBLE FOR ANY LOST, DAMAGED, OR STOLEN PROPERTY.**
- VENDOR SET-UP: WEDNESDAY, OCT 16, 9AM – 3PM. VENDOR LOAD OUT WILL BE ON SUNDAY, OCT 27, 11 PM.
- **VENDOR PARKING IS AVAILABLE. PASSES DISTRIBUTED AT TIME OF CHECK-IN.**
- **NO MOVING VEHICLES ON THE FAIR GROUNDS DURING OPERATING HOURS.**
- **ALL VEHICLES MUST BE OFF THE FAIR GROUNDS 30MINS PRIOR TO OPENING EACH DAY.**
- VENDORS WILL ENTER AND EXIT THROUGH THE VENDOR GATE. PASSES WILL BE DISTRIBUTED AT THE TIME OF CHECK-IN.
- THE GREATER COLUMBUS FAIR STAFF REQUEST THAT YOUR BOOTH BE OPERATIONAL DURING THE HOURS OF THE FAIR, YOUR CO-OPERATION IS GREATLY APPRECIATED.
- EACH VENDOR IS RESPONSIBLE FOR PAYING GEORGIA STATE TAXES.
- A MENU AND PRICE LIST MUST ACCOMPANY THE FOOD VENDOR APPLICATION.
- VENDORS MUST PROVIDE THEIR OWN TENTS, TABLES, EXTENSION CORDS, CHAIRS AND ANY ADDITIONAL NEEDS.
- **THE SELL OF ALCOHOLIC BEVERAGES IS PROHIBITED!**
- **THE CIVIC CENTER WILL DESIGNATE A GREASE DUMP SITE, THIS WILL BE THE ONLY AREA THAT YOU MAY DUMP GREASE, VIOLATORS WILL BE FINED \$100 AND RISK NOT BEING INVITED BACK NEXT YEAR.**
- ALL FEES OF ANY APPLICATIONS **DENIED**, WILL BE REFUNDED. **NO OTHER REFUNDS WILL BE ISSUED**

**Vendors, remember all of your workers must have a vendor pass in order to enter the fair. This will be strictly enforced. Again, thank you for participating in this year's Greater Columbus Fair.**