



Fayetteville Elementary School PTO

“Connecting Home, School and Community”

Description of Event:

- Spring Fling, Fayetteville Elementary School
- Friday, April 19, 2019 from 5 – 8 p.m.

Contact Information:

Lenora Hazell, PTO Treasurer (908) 642-1084
Email: hazell.lenora@mail.fcboe.org

- Free Admission to the public. Participants must purchase wristband or tickets for FES food and selected games

Spring Fling Information and Requirements: *Please read carefully, all information must be filled out in full and proper forms attached to guarantee booth placement.*

- Booth space fees: 15x15 **without electricity** \$100 for food vendors and \$50 for non-food vendors, FES will not be able to provide electricity. Payment is due with application. Application Deadline is **March 29, 2019. WE WILL NOT PROVIDE ELECTRICITY!!!**
- Booth space is limited and available on a first come - first served basis. Vendors must provide their own heavy-duty extension cords (100 ft. minimum) and small generators if needed.
- All vendor location requests are first come - first serve and honored whenever possible.
- **You must provide your own overhead cover, tent, tables, etc...**
- Please provide a detailed description of your booth items on the form (attach an additional sheet if necessary) and, if possible, attach photos of sample items.
- Food Vendors: The logistics of set-up, you are asked to check in between 2:00 - 4:00 p.m.
- Due to safety issues, food vendors who arrive after 4:00 may forfeit pre-assigned booth location and may be assigned an alternate location.
- All other vendors must check-in between 2:00 – 4:00 p.m. Due to safety issues, arrivals after 4 p.m., may forfeit pre-assigned booth location and be assigned an alternate location.
- Vehicles will not be allowed in the festival area after 4:00 p.m. without permission of a festival official and all vehicles must be removed from festival grounds by 8:30 p.m.
- Booths must be completely set-up by 4:00 p.m. FES requests that all vendor booths remain open until 8 p.m.
- Vendors will have from 8 p.m. - 10 p.m. to pack-up. All vendors must be off FES grounds NLT 10 p.m.
- To prevent accident or injury, any vendor wishing to leave early **MUST** notify a FES official.

With permission, booths that can be packed-up and “walked-out” will be allowed to do so. No vehicles will be allowed on the FES grounds before 8 p.m., without the permission and escort of a festival official.

- The vendor is responsible for leaving the vendor area in the condition that it was originally received, i.e. removal of all debris such as boxes and trash.
- Each vendor will receive a confirmation notice upon receipt of their paid application with a map and directions emailed prior to the event.
- **This event occurs rain or shine! Be prepared for wind, rain and/or heat/cold.**
- All vendor fees are non-refundable.
- All vendors are required to show proof of liability insurance and read and sign attached waiver.
- Please fill out vendor registration completely.
- Unattended vehicles will be towed if left on the FES grounds the night before the event.
- All vendor registration forms must be return by **March 29, 2019.**



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**Spring Fling
Vendor Registration Form**
Friday, March 29, 2019

Vendor Name: _____

Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____

Phone(s): _____

Office Use Only:

Booth #: _____

Type of Booth & Description: Please indicate type and provide description, photos.

Business

Non-Profit

Art or Craft

Game/Activity

Food

Other

Please give a detailed description of your products/services and include a photo, if possible

FES will not provide electricity. If you require electricity, please indicate you will bring a generator

Yes No



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Proof of Insurance attached: _____ **Yes** _____ **No**

Waiver: Fayetteville Elementary School reserves the right to refuse any vendor application, should this occur the fee will be refunded. The Vendor shall defend, save and hold harmless the City of Fayetteville, Fayetteville Elementary School, Fayetteville Elementary School PTO, Spring Fling, their respective officers, agents, board members, staff, volunteers, sponsors and assigns from any claims, damages, losses, liability or expense which may arise, and shall not be held responsible for any loss or damage due to fire, accident, theft, weather, acts of God, vandalism or any other loss or injury whatsoever or not specifically described herein, whether past, present or future. Booths are not insured by the City of Fayetteville, Fayetteville Elementary, Fayetteville Elementary School PTO, Spring Fling or any sponsoring agents. Exhibitors must make provisions for safeguarding their goods. Exhibitor must have replacement cost insurance for all personal property. Exhibitor assumes full liability for protecting, care and maintenance of exhibitor’s property. **ANY VENDOR NOT HOLDING VALID LIABILITY INSURANCE EXHIBITS AT THEIR OWN RISK AND ASSUMES ALL LIABILITY.**

Please sign to acknowledge that you have read all of the information, rules and regulations and agree to be bound by this contract.

Paste Photo, or attach photo to document

Print Name: _____ Date: _____

Signature: _____

_____ 15x15 space \$100 food vendor

_____ 15x15 space \$50 nonfood vendor

I have enclosed a check or money order made payable to Fayetteville Elementary School PTO.

RETURN COMPLETED FORM BY: March 29, 2019

TO: Fayetteville Elementary School PTO
ATTN: Spring Fling
490 Hood Ave
Fayetteville, GA 30214