

**Vendor Application  
Events Sponsored by the  
City of Kingston Downtown Development Authority**

**Vendor Information:**

- Company Name (if applicable):
- Contact Name:
- Full Address:
- Phone:
- Email:

**Events (Check Events Applying For):**

- o March 14th St. Patrick's Day Parade
- o April 25th Spring Fling & Car Show
- o June 27th BBQ and Bean Bags
- o August 22nd Family Fun Day & Car Show
- o October 17th Trunk or Treat and Chili Contest
- o December 4th Winter Festival and Christmas Parade

**\*All Events will be held at the City Park: 30 West Main St, Kingston, GA 30145**

**Please Choose One Option (Fee listed is PER EVENT):**

- Arts and Crafts Booth: \$20
- Food Booth: \$25
- Food Truck: \$30

**List the type of items to be sold (must be completed):**

**Electricity Access:** If you are interested in electricity access, please reach out to the DDA at [EventsDDA@kingstonDDA.org](mailto:EventsDDA@kingstonDDA.org) or call 678-607-5958. Please note: an additional fee of \$15 PER EVENT applies.

**Return Application By Email To:** [EventsDDA@kingstonDDA.org](mailto:EventsDDA@kingstonDDA.org)

**Payment Information:**

Once your application is approved  
**and** your approval confirmation email is received  
all payments can be made to:

City of Kingston P.O. Box 309 Kingston, GA 30145 Memo: DDA Event

or pay by phone: 770-336-5905

## Rules and Regulations:

- **Booth Size:** All booths are 10'x10' unless arrangements are made before the event.

- **Equipment:** Bring your own chairs, table, and tent.

- **Location:** Booths will be outdoors in the city park.

- **Applications:** Must be received and approved prior to payment.

- **Payment:** Booths must be paid for in advance; no same-day entry.

- **Refund Policy:** No refunds for no-shows.

- **Weather Policy:** There is no inclement weather date.

- **Duration:** All vendors are required to stay for the duration of the event.

- **Cleanup:** Vendors are responsible for the cleanup of their areas at the conclusion of the event.

- **Vehicle Policy:** All vehicles must be in the Vendor Parking area no later than 45 minutes before the start of the event. If your vehicle must remain in the vending area, an additional vendor fee will be charged. Approval and payment must be completed no later than 48 hours prior to the day of the event.

- **Food Vendors:** Responsible for taking their own garbage to the dumpster provided by the City of Kingston. Food vendors using cooking oil or grease must bring roofing rolls/ground covering for the floor of each tent/booth and containers for disposal of grease and/or cooking oil. Pouring cooking oil/grease onto the ground is prohibited.

- **Music Requirements:** This is a family-oriented community event, and we ask that all music be non-vulgar with no cursing. If we receive a complaint about vulgar lyrics, we will ask the performer to stop and leave.

## Cancellation Policy

By submitting an application and payment, vendors acknowledge and agree to the following cancellation terms:

- **Vendor Cancellation:** If a vendor chooses to cancel their participation at any time, all booth fees are non-refundable.
- **Event Cancellation by the DDA:** In the event the Downtown Development Authority (DDA) cancels an event, vendors may request that their booth fee be applied as a credit toward a future DDA event or request a refund. Credits or refunds will only be issued upon request.

The DDA appreciates your understanding and cooperation.

**Note:** The City of Kingston, its employees, and all members of the City of Kingston Downtown Development Authority (DDA) will not be held responsible for any liability, damage, loss, or theft. The City of Kingston and the City of Kingston DDA reserves the right to pull an item deemed inappropriate. Application acceptance and any other communication will be sent via email or telephone.

**Arts and Crafts Vendor Release:** I (and, if applicable, my company or organization) acknowledge and agree to indemnify and hold harmless the City of Kingston and the City of Kingston Downtown development Authority from responsibility for injuries to any vendor personnel, or for damage to or theft of any vendor vehicles, display, equipment, or other vendor items of any kind. I (we) agree to abide by the rules and regulations set forth in the requirements. I (we) understand that the City of Kingston and the City of Kingston DDA and its authorities have the right to refuse admittance of any vendor and to request their removal from the property should they not adhere to the Standards of Conduct set forth by the City of Kingston and the City of Kingston DDA. I (we) understand that if I (we) do not follow the guidelines of the attached Safety Requirements from the Bartow County Fire and Rescue, I (we) will be asked to leave the event if there are problems that are not resolved.

**Vendor Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **Safety Requirements for Food Vendors:**

*Division of Fire Prevention & Bartow County Fire and Rescue*

The following guidelines apply to food vendors whether operating a temporary booth, permanent booth, truck, or trailer which has cooking equipment being used on the premises: (a) All food vendors must be set up and ready for inspection by the Fire Marshal at or before 1 hour before the event start time; ( b) In permanent booths and food trucks/trailers, all cooking which produces grease-laden vapors (i.e., deep frying, grill frying, etc.) shall be protected by an automatic suppression system and have a properly installed grease hood; ( c) All fire suppression systems shall have a current inspection tag from a State of Georgia approved extinguisher company. All suppression systems are required to be inspected and tagged bi-annually; (d) All food vendors, required to have an automatic fire suppression system, shall have a Class-K portable fire extinguisher with a current tag. Portable fire extinguishers are required to be inspected and tagged annually; and (e) In temporary booths using LP gas-fueled cooking equipment, LP gas containers shall be located outside the booth. Safety release valves shall be pointed away from the booth. LP gas containers, piping, valves, and fittings must be protected to prevent tampering or damage by vehicles or other hazards or from becoming a trip hazard.

**Vendor Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Any vendor selling food *must* sign both release sections. To be considered for participation you *must* send a signed copy of this release by email to [EventsDDA@kingstondda.org](mailto:EventsDDA@kingstondda.org).

For any questions, please email [EventsDDA@kingstondda.org](mailto:EventsDDA@kingstondda.org) or call 678-607-5958.