



## RiceFestival 2023 Vendor Application

CELEBRATING GULLAH

GEECHEE CULTURE

Dear Potential 2023 Vendors:

On behalf of the City of Riceboro, we are pleased to announce the **15<sup>th</sup> Annual Rice Festival** to be held **Friday November 10,th -Sunday November 12, 2023.**

**The free admission for friends & family to the outdoor event  
with vendors and entertainment will be**

**Saturday, November 11th**

**from 9am until 5pm** large area next to Riceboro City Hall.

RiceFest pays homage to Riceboro's history and culture. We have planned a cultural extravaganza with entertainment, and loads of activities for family and friends.

In order to offer an array of concessions at the Festival, we invite you to participate in becoming an **Event Vendor**. We are expecting a large and diverse audience. Attendees travel from South Carolina, the Florida coast and beyond to enjoy this annual festival. As a vendor, your company will have an excellent opportunity to build brand awareness and effectively promote your business to local and regional audiences. **Vendors may sell your items on Saturday, November 11, 2023. Please provide your own tables, chairs, chests, ice, generators, electrical supplies etc.**

The Vendor rate is **\$200** which includes a **12 x 12** designated area and **1** parking pass. Food vendors are asked to please incorporate "rice" into one of your food dishes. Should a Vendor need additional space for set up, or if your food truck is larger than a 12x12 space then the Vendor will be asked to pay an additional **\$200.00 for the additional area up to another 12 x 12 in area.** Limited spaces available. **FOOD VENDORS MUST CONTACT - LIBERTY COUNTY ENVIRONMENTAL HEALTH Department 912.368.5520 by October 25, 2023 - preferred.**

If you have questions or require additional information, please contact :

**Ms. Gabelyn Stevens at 912-884-2986 ext 504.**

Applications are available online at : [www.cityofriceboro.org](http://www.cityofriceboro.org)

Applications are available at Riceboro City Hall (Mon-Fri 8am-4:30pm)

Vendors may sale their food and/or items on Saturday, November 11, 2023.

Vendors, please bring your own tables, chairs, chests, ice, generators, electrical supplies etc.

The city/event will not provide tables, chairs, chests, ice, generators etc.

Sincerely,

*Chris Stacy*

Chris Stacy, Mayor



## **RiceFestival 2023 Vendor Application**

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## **VENDOR TERMS & CONDITIONS -sales on Saturday, November 11, 2023**

### **Application/Vendor Selection**

Each applicant will be required to submit a completed and signed application on which a detailed description of the items to be sold should be listed. Food Vendors, please submit a detailed menu and description of the food items listing all items you plan to sell. We encourage you to include a photo of your booth if possible.

### **Cancellation/Refund Policy**

In the event the Vendors wishes to cancel their contracted vending space, written notification must be received by the City of Riceboro no less than fifteen (15) days prior to the commencement of the events. In the event that RiceFest or any part thereof is delayed, canceled or impacted in any other way, or if your Vendor space becomes unavailable due to rain, war, fire strike, acts of God, government regulation or public catastrophe, no refunds of fees to the Vendor shall be made.

### **Set Up**

Vendors' set up is between 7:00 am and 8:00 am. No set up allowed after 8:00 am. Vendors will waive fee for no-show or late arrival. No early tear down.

### **Clean Up**

Vendors must keep their assigned space clean and neat and free of garbage and debris during RiceFestival Events. All garbage, debris and any and all items of any sort must be removed and the space assigned to the Vendor cleaned of any and all material prior to vacating the area. Grease dumping is not allowed. Vendors violating this requirement will be billed for clean-up for any debris and/or residue left in their area.

### **Health Permits**

All food Vendors must obtain and have available for inspection during RiceFest a valid **Liberty County Health Permit** and follow the procedures to obtain a temporary food service permit. The Liberty County Health Department may attend RiceFest to check on Vendors concerning the compliance in appropriate food handling. Please register with the **Liberty County Health Department** and contact them for additional information regarding these permits. [https://www.gachd.org/programs-services/environmental-health-2/food\\_service\\_permit\\_application/](https://www.gachd.org/programs-services/environmental-health-2/food_service_permit_application/). **\$80.00 Health Dept permit- submit to Environmental Health by October 25, 2023 preferred.**

**Liberty County Health Department 912.368.5520 1113 East Oglethorpe Hwy Hinesille 31313**

### **Indemnification**

Under no circumstances will RiceFest or the City of Riceboro be liable for any injury of any kind, loss of profits, stolen merchandise or other incidental damages.



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**Power/Electricity/Supplies**

Vendors are responsible for supplying their own electricity, water, ice and coolers for the events. Vendors must use “whisper” type generators. Food Vendors must supply their own coolers.

**Prohibitions**

No Vendor shall consume or have in his/her possession any alcohol and/or illegal or controlled substance.

**Sales Tax**

You are required to collect 7% sales tax and report that to the Georgia Department of Revenue within 30 days after the events.

**Security**

The City of Riceboro makes no representation as to the safety of your wares and accepts no responsibility for any theft, vandalism or other damage or loss which may occur while you are at Rice Festival.

**Vendor sales on Saturday, November 11, 2023**



*If you have any questions or require additional information, please contact Ms. Gabelyn Stevens at 912-884-2986 ext 504.  
Thank you in advance for your support, and we look forward to seeing you in November 2023*