

2008 Great Ogeechee Seafood Festival Richmond Hill, GA

April 2008

Dear Prospective Food Vendor:

Thank you for your inquiry about the 2008 Great Ogeechee Seafood Festival. Preparations for the festival are well underway and registration forms and policy information are attached. Please read all materials thoroughly.

The festival is scheduled for Friday, October 17th 5 pm to 11 pm; Saturday, October 18th 10 am to 11 pm; and Sunday, October 19th 11 am to 5 pm. The entertainment is to be determined, however, Saturday night will end with fireworks. All the usual fun will be at hand: carnival midway, car show, two stages of continuous entertainment, military static displays, arts & crafts, and your wonderful food!

After 9 years running, the Great Ogeechee Seafood Festival has undoubtedly become a major east coast event. Committee members can say with all confidence that 30,000 or more festival goers will attend. The Great Ogeechee Seafood Festival is the main fund raising event for the Richmond Hill – Bryan County Chamber of Commerce. Funding allows the Chamber to support the business community and contribute to the quality of life in Bryan County. Programs that have been made possible through festival funds are the Coastal Bryan Tree Foundation, Leadership Bryan, School Scholarships, Star Student Grants, and improvements at J.F. Gregory Park just to name a few.

Please note: vendors registering before July 1 will be permitted to pay a lower price for booth rental. After submission of all documents and monies, you will receive a confirmation letter from the committee confirming your menu and booth space. Until you receive this letter, we cannot guarantee your space in the Pavilion. Every effort will be made to accommodate your space requirements and preferences; however, we will not be confirming your exact location until a later date.

If you want the best opportunity for a booth at our festival ... offer a seafood item! Seafood will be given priority this year!

As an added feature for the 2008 festival – we've decided to judge your booths as well as your food. So make plans to add some lively seafood/ocean themed decorations to your booth.

A final note: Food vendors are responsible for handling your own cash. Please make arrangements as change will not be made available.

We appreciate your contribution towards making the 10th Annual Great Ogeechee Seafood Festival a success! Please return all forms and two checks (booth rental & deposit) to the following address:

**Richmond Hill – Bryan County Chamber of Commerce
2591 HWY 17, Suite 100
Richmond Hill, GA 31324
Phone: 912-756-3444 ♦ Fax: 912-756-4236
Committee Contact: Doug Martin**

**** We are also glad to invoice you via PayPal if you prefer to pay with a credit card!!**

2008 Great Ogeechee Seafood Festival

REGISTRATION FORM

I have read, agreed to, and understand all enclosed policy information. I further understand that space is not guaranteed without paid booth rental, deposit, and all forms returned.

I understand that I do not have a confirmed booth until I have received written confirmation from the committee.

Vendors are required to sell items during all three days of the festival on the following schedule:

Friday, October 17th 5 pm – 11 pm
Saturday, October 18th 10 am – 11 pm
Sunday, October 19th 11 am – 5 pm

Signature: _____ **Date:** _____

Organization: _____

Profit/Non-Profit: _____

(proof of non-profit status is required if not previously provided to the committee)

Contact Person(s): _____

Contact can be reached at: _____

(please include cell phone & work numbers if they apply)

Fax: _____

E-Mail: _____

Mailing address: _____

	Refundable Deposit	Booth Fee Paid Before July 1st	Booth Fee Paid After July 1st
Profit Vendors			
Full	\$300	\$675	\$725
Half	\$300	\$375	\$425
Non-Profit Vendors			
Full	\$150	\$550	\$600
Half	\$150	\$300	\$350

Please make two checks – one for deposit, one for booth – payable to the Great Ogeechee Seafood Festival.

2008 Great Ogeechee Seafood Festival

FOOD & SAFETY AGREEMENT GENERAL RULES

Organization Name: _____

FOOD

- All food must be obtained from a reputable source. No home-prepared food may be served.
- Food must be kept in a refrigerator or on ice at 40 degrees F or less until cooked.
- No raw shellfish or _ shell will be sold, i.e. mussels, clams, or oysters.
- Food must be covered from direct contact with patrons of the festival, i.e. buffet lines must have a “sneeze-guard”.
- **Sample size guidelines for food items must be adhered to (see Menu & Pricing form)**
- **Approved menus must be adhered to. No unapproved items may be sold.**
- If you are electing to sell soft drinks and/or bottled water, they must be ordered & purchased through the Chamber.
- You are expected to comply with all Fire & Safety regulations.

EMPLOYEES

- All employees must maintain a high degree of personal cleanliness.
- Any employees under the age of 18 must be supervised by at least one adult.
- Food and prep handlers must use gloves.
- All booths must be equipped with hand-washing facilities.
- No tobacco use of any form is allowed in the Pavilion.
- Hairnets or hats will be worn and/or hair secured at all times.
- Absolutely no transporting of hot liquids will be allowed.
- You will receive 2 (for half booth) or 4 (for full booth) admission passes for the whole weekend. You will need to coordinate your employees accordingly. Additional single admission passes may be purchased.

Your signature signifies that you have read, understand, and agree to all of these rules. Any violations of these rules will be cause for forfeiture of your deposit.

Signature: _____ Date: _____

2008 Great Ogeechee Seafood Festival

FOOD & SAFETY AGREEMENT GENERAL RULES

Organization Name: _____

BOOTHS

- Booth area to extend only to the wooden poles in the front of booths NOT out to the metal poles.
- No fund-raisers are to take place. No raffles.
- No selling of bulk product. However, commercially packaged condiments related to food items may be sold if approved by committee.
- Any materials used in the booth are to be fire retardant or nonflammable.
- Minor dishwashing (utensils, etc) can be performed at the booth, over provided barrels. Larger cooking equipment (pots and pans) must be cleaned off-site as we do not have appropriate facilities in the pavilion for large items to be cleaned.
- All trash must be bagged and disposed of in the dumpsters only. Grease, oils & hot water will be disposed of in barrels provided. No dumping whatsoever is allowed.
- Signage may be placed only in the area directly above your booth. The Seafood Committee will NOT be providing signs this year as most vendors bring their own anyway.
- Booths must be restored to their original condition upon departure. A committee member will provide a before/after review with each vendor upon request.
- You must have a Class K fire extinguisher if you are using a deep fat fryer.

MISCELLANEOUS

- No camping in the park.
- Use of the Seafood Festival's logo is not permitted in any form.
- **Participation in a pre-festival food vendor meeting is mandatory. You will be notified of the date and time in advance.**
- No deliveries may be made in the park without prior written approval by the Festival committee.
- Ice must be purchased from the Festival committee unless prior approval is given. Ice used for storing food cannot be served to the consumer. Ice scoops are required. Styrofoam coolers are not allowed.

Your signature signifies that you have read, understand, and agree to all of these rules. Any violations of these rules will be cause for forfeiture of your deposit.

Signature: _____

Date: _____

2008 Great Ogeechee Seafood Festival

MENU AND PRICING

It is the philosophy of the Great Ogeechee Seafood Festival to insure that food items are sized and priced so that the whole family can enjoy many different kinds of seafood. Therefore, we ask that you keep the items you sell sample-sized and priced at no more than \$5 per item. Examples of sample sizes are 3" to 4" buns and 4 oz or less soup servings.

Per the General Rules form in this packet that each vendor must sign, all vendors will be required to adhere to our sample size portion requirement and the \$5 maximum price per item.

We also ask that you:

- Limit menu to a few items (3 – 5)
- Take into account booth space, electrical and water availability.
- Plan appropriately for the number of workers needed to prepare items.

Once registration forms are received, food items and pricing will be reviewed and approved by the food vendor committee. You will receive written confirmation of your menu and booth space. If necessary, a member of the committee will contact you to discuss your menu.

Please note that the seafood committee is no longer attempting to arrange exclusivity on certain food items, especially seafood. We annually have close to 30,000 visitors to the festival and need all the seafood they will eat! However, we will attempt to provide guidance to our vendors who request it regarding the number of particular foods that are being offered. You are the most essential part of our festival and we want you to be as happy with your participation as we are to have you!

ONCE YOUR MENU HAS BEEN APPROVED, NO CHANGES WILL BE ALLOWED.

FOOD ITEM (ex: fried scallop basket with fries)	PRICE (\$5 or less)

You will receive important information about the **ONLY** soft drinks you are allowed to serve closer to festival dates. Please circle the following non-bottled drinks you plan to serve:

Ice Tea Coffee Hot Chocolate Lemonade

Are you interested in being a soft drink vendor? YES NO

Organization Name: _____

Signature: _____ Date: _____

**2008 Great Ogeechee Seafood Festival
Richmond Hill, GA**

HOLD HARMLESS AGREEMENT

The undersigned, individually and as authorized signatory for the below-listed organization (hereinafter referred to as the "Undersigned"), in consideration for the benefits to be derived from participation in the 2008 Great Ogeechee Seafood Festival, hereby release and hold harmless the City of Richmond Hill, the Richmond Hill-Bryan County Chamber of Commerce, organizers of the Great Ogeechee Seafood Festival, their agents, officers, servants and assigns (hereinafter referred to as the "Released") from any and all liability, claims, demands, and causes of action whatsoever arising out of contract, express or implied, or related to any loss, damage or injury, that sustained by the Undersigned, its employees, agents and property, whether directly or indirectly caused by, or through the negligence of, the Released in connection with the Undersigned's participation in the event.

The Undersigned further agrees to indemnify and hold harmless the Released from any and all liability, damage and judgment, including all costs and attorneys fees incurred in defense of any claim arising from participation in the 2008 Great Ogeechee Seafood Festival. This hold harmless agreement shall be binding on all heirs, assigns successors and any persons who may make claim through the Undersigned.

Individually, and on behalf of _____
(Name of Organization)

I _____ have read and fully understand the above and
(Name of authorized signatory)

by my signature below do hereby intend to be bound by the same.

Signature: _____ **Date:** _____

Organization: _____ **Phone:** _____

Rcv'd By Committee Member _____

**Richmond Hill – Bryan County Chamber of Commerce
2591 HWY 17, Suite 100
Richmond Hill, GA 31324
Phone: 912-756-3444 or 800-834-3960
Fax: 912-756-4236**