



**Great Ogeechee Seafood Festival  
2020 Official Event of the  
Richmond Hill/Bryan County  
Chamber of Commerce**



Dear Prospective Food Vendor:

Thank you for your inquiry about the *2020 Great Ogeechee Seafood Festival*. Preparations for the festival are well underway and registration forms and policy information are attached.

**PLEASE READ ALL INFORMATION THOROUGHLY**

The Festival is scheduled – *rain or shine* - on **November 6-8, 2020**

Festival operational days and hours are:

<b>Friday, November 6<sup>th</sup></b>	<b>5:00 p.m. to 11:00 p.m.</b>
<b>Saturday, November 7<sup>th</sup></b>	<b>10:00 a.m. to 11:00 p.m.</b>
<b>Sunday, November 8<sup>th</sup></b>	<b>11:00 a.m. to 5:00 p.m.</b>

Entertainment will be announced as soon as contractual negotiations will allow. All the usual fun will be at hand: carnival midway, a big stage of continuous entertainment, arts & crafts, business and non-profit booths, as well as, the delicious food made by you!

After 21 years running, the Great Ogeechee Seafood Festival has undoubtedly become a major coastal event. Committee members can say with all confidence that 25,000+ or more festival goers will attend. The Great Ogeechee Seafood Festival is the main fundraising event for the Richmond Hill/Bryan County Chamber of Commerce. Funding allows the Chamber to support the business community, maintain affordable membership dues and contribute to the quality of life in Richmond Hill/Bryan County.

***If you want the best opportunity for a food booth at our festival ... offer a seafood item!  
Local businesses, non-profit organizations and RHBC Chamber members are given priority as a food vendor.***

All booths **SOLD-OUT in 2019** so do not delay in getting your completed application and payment submitted immediately. After receipt of all documents and payment, you will receive either an approval or denial letter via email. If you are approved, an email will confirm your booth space. Booth space is first come first serve and will not be reserved until all of the following have been received: complete application, payment and approval. Until you receive this information, we cannot guarantee your booth location at the GOSF. 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.

Thank you,

Great Ogeechee Seafood Festival Committee

The Great Ogeechee Seafood Festival

[info@goseafoodfestival.com](mailto:info@goseafoodfestival.com)

[www.goseafoodfestival.com](http://www.goseafoodfestival.com)

2591 Highway 17, Suite 100

Richmond Hill, GA 31324

Phone: 912-756-3444 ♦ ♦ Fax: 912-756-4236

1.2020

**2020 Great Ogeechee Seafood Festival**  
**FOOD/NON-PROFIT FOOD BOOTHS – GUIDELINES**

- I understand that all information, updates, etc. regarding the 2020 GOSF will be sent via the email address listed on the application
- All applications are subject to review by the GOSF Committee
- **Food vendor application deadline is Friday, June 26, 2020**
  - If space is available, we will continue to accept vendor applications after this date, until space is sold-out
- You will receive an accepted/declined notice via email by July 31, 2020
  - If you are declined as a vendor, you will receive a full refund
- Booth assignments will be given at a later date & every consideration will be given to your request
- **No refunds will be issued due to inclement weather and No refunds will be made after August 30, 2020**
- Food vendors must either possess a valid Food Service Permit or be a certified non-profit agency
- Non-profit organizations must provide proof of their non-profit status (i.e. 501-C3) and must either be based in Bryan County or provide programs/services for Bryan County residents
- There is limited electricity in the pavilion – i.e. one 110 volt 20 amp circuit per booth so please plan accordingly. DO NOT OVERLOAD YOUR BOOTH
- A 10X20 (half-booth) will receive 5 vendor passes and 1 parking pass
- A 20X20 (full booth) will receive 10 vendor passes and 2 parking passes
- A limited number of additional vendor passes may be purchased in advance of the festival
- NO additional parking passes are available
- **Vendor Packet Pickup – Local Vendors: October 28<sup>th</sup>, 29<sup>th</sup> and 30<sup>th</sup> from 10:00 a.m.-7:00 p.m.**
- **Vendor Packet Pickup – Out of Town Vendors: November 4<sup>th</sup> from 9:00 a.m.-12:00 p.m.**
  - If you cannot make one of the dates, please call (912) 756-3444 to discuss options
  - Your packet can be mailed for an additional \$10.00. Please list in the special instructions portion of the application if you will need your packet mailed and the \$10.00 shipping fee will be added to your payment amount

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**IMPORTANT FOOD RULES:**

- 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 Fahrenheit or less until cooked
- No raw shellfish or shells will be sold (i.e. mussels, clams, or oysters)
- No mayonnaise-based items may be sold
- 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**
- You are expected to comply with all Health, Fire & Safety regulations
- You must have a Class K #10 fire extinguisher if using a deep-fat fryer
- 150-pound gas cylinders must be properly secured

**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

**2020 Great Ogeechee Seafood Festival**  
**FOOD/NON-PROFIT FOOD BOOTHS – GUIDELINES**

**BOOTH INFORMATION:**

- Security deposits are refunded **AFTER** the GOSF festival **IF** the booth is left clean and free of all trash, otherwise; a portion or the entire security deposit may be withheld
- Booth must be manned and operational throughout the entire festival
- Must check in with assigned Food Committee member prior to leaving your booth if you want confirmation that your booth meets requirements to receive your security deposit back. Once deposit checks have been issued there will be **NO ADJUSTMENTS TO THE REFUNDED AMOUNT**
- Booth area to extend only to the wooden poles in the front of booths NOT out to the metal poles
- Booth sizes (approximate): **full booth: 20 X 20 & a half booth: 10 X 20**
- No fundraisers are to take place, No raffles, and No tip jars
- No “carnival barking” or “hawking” from your booth or throughout the festival grounds
- The GOSF is not responsible for damages or theft of items left in the park
- 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 non-flammable
- 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
- Each food vendor is responsible for their own menu sign with pricing and this **MUST** reflect the approved menu
- If an item sells-out, you are NOT permitted to substitute another item
- Please make sure all pricing is properly reflected based on approved menu

**2020 Great Ogeechee Seafood Festival**  
**FOOD/NON-PROFIT FOOD BOOTHS – GUIDELINES**

**MISCELLANEOUS INFORMATION:**

- No camping in the park
- **The name and logo of *The Great Ogeechee Seafood Festival* is a registered trademark and requires written consent to be used by anyone (i.e. advertising, solicitations, press releases, flyers, brochures, social media, etc.). If you would like prepped, approved marketing items for social media please request it in the special instructions portion of the application**
- **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 GOSF Committee
- Ice must be purchased from the GOSF Committee
  - Ice used for storing food cannot be served to the consumer
  - Ice scoops are required
  - Styrofoam coolers are not permitted
- Refrigeration is not provided by GOSF
- There is no guarantee that non-profit booth fee will be refunded
  - This will be determined by the Executive Committee of the GOSF once the current year’s festival’s finances are finalized

**Please review and READ all of the information included in this packet CAREFULLY.**  
**Your signature below signifies that you have read, understand, and agree to all of these guidelines.**  
**Any violations of these rules will be cause for forfeiture of your security deposit.**  
**Keep a copy for your records and reference.**

<b>Signature:</b>			<b>Date:</b>	
<b>Organization:</b>				

**2020 Great Ogeechee Seafood Festival  
FOOD/NON-PROFIT FOOD BOOTHS – APPLICATION**

**Please PRINT Legibly**

1. Name of Company/Organization: \_\_\_\_\_
2. Non-Profit (proof of non-profit status is required): Yes \_\_\_\_\_ No \_\_\_\_\_
3. Vendor Contact Name (this is the main person responsible for the booth):  
\_\_\_\_\_
4. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_
5. Cell Phone: \_\_\_\_\_
6. Email:(All communication will be thru email) REQUIRED  
\_\_\_\_\_
7. Website (if applicable): \_\_\_\_\_
8. How many additional vendor passes will you need (if any)?: \_\_\_\_\_
9. Special Instructions/Requests:  
\_\_\_\_\_  
\_\_\_\_\_

**Space Rental Costs: Effective January 2020**

	*Refundable Security Deposit	BOOTH FEE	TOTAL
<b>Profit Vendors</b>			
Full Booth(20x20)	\$150	\$850	\$1,000
Half Booth(10x20)	\$150	\$550	\$700
<b>Non-Profit Vendors</b>			
Full Booth(20x20)	\$150	\$550	\$700
Half Booth(10x20)	\$150	\$300	\$450

- **Must return the following to RHBC Chamber of Commerce - 2591 US Hwy 17, Suite 100 Richmond Hill, GA 31324 or email forms to [info@GoSeafoodFestival.com](mailto:info@GoSeafoodFestival.com)**
- **Completed/Signed: Registration Form, Hold Harmless, Signed Guidelines & Payment**
- **Checks payable to Great Ogeechee Seafood Festival (or GOSF)**
  - **Payments may also be made online via credit card, or by calling the Chamber at 912-756-3444**
  - **No personal checks will be accepted after September 27, 2020**
  - **You will be assessed any NSF fees**

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**2020 Great Ogeechee Seafood Festival**  
**FOOD/NON-PROFIT FOOD BOOTHS – MENU & PRICING**

It is the philosophy of the Great Ogeechee Seafood Festival to ensure that food items are priced so that the whole family can enjoy many different kinds of food as possible, that is why we recommend sample size portions.

**Food vendors are will be permitted to set their own pricing for their food items. Please keep in mind this is a community event and we recommend pricing accordingly.**

- **Limit menu to a few items (3 – 5 at the most)**
- Applications with more than 5 menu items (not including drinks) will **NOT** be accepted
- Take into account booth space, electrical and water availability
- Plan appropriately for the number of workers needed to prepare items

Once application is received, food items and pricing will be reviewed and approved/denied by the GOSF Food Committee. You will receive email confirmation of your menu and booth space by July 31, 2020. If necessary, a member of the committee may contact you to discuss your menu.

**ONCE YOUR MENU HAS BEEN APPROVED, NO CHANGES ARE PERMITTED**

FOOD ITEM (ex: fried scallop basket with fries)	PRICE

You will receive important information about the **ONLY** soft drinks you are permitted to serve closer to festival dates. **Please check the following non-bottled drinks you plan to serve and list the prices:**

**Drink Prices:**

Iced Tea	Tea	Coffee	Hot Chocolate	Lemonade
\$	\$	\$	\$	\$

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

**2020 Great Ogeechee Seafood Festival  
Richmond Hill, Georgia**

**Hold Harmless Agreement**

The undersigned, for and in consideration of the benefits to be derived from participation in the 2020 Great Ogeechee Seafood Festival, does hereby release, indemnify and hold harmless the City of Richmond Hill, the RHBC Chamber of Commerce, organizers of the Great Ogeechee Seafood Festival, and each of their agents, officers, volunteers 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/injury sustained by the Undersigned, its employees, agents and/or property. The undersigned hereby affirms that this agreement shall apply to any and all loss, damage or injury, and whether caused directly or indirectly through the negligence of the Released.

The Undersigned further agrees to release, indemnify and hold harmless the Released from any liability, damage and/or judgment, including all costs and attorney's fees incurred in defense of any claim arising from the undersigned's participation as a volunteer, vendor or sponsor of the 2020 Great Ogeechee Seafood Festival. This agreement shall extend and be binding on all heirs, assigns, successors and any persons who may make claim through the undersigned.

In the event legal action is required to determine the rights of the undersigned or the released under this agreement, the prevailing party in such an action shall be entitled to attorney's fees and any costs associated with the same.

**Media Release**

The undersigned hereby authorizes the use, copyright and publication of the undersigned's image or voice if captured during the event by camera or recording. It is further acknowledged that the same may be used for any purpose such as illustration, promotion or advertising.

The undersigned has read and does fully understand the above, and by signature below, does intend to be bound by the terms and conditions detailed herein.

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

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

Participant's Signature: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Rec'd by, Committee Member: \_\_\_\_\_

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