

# RiceFest

## 2016

Dear Potential Vendors:

On behalf of the City of Riceboro, we are pleased to announce the **10<sup>th</sup> Annual Rice Festival** to be held **Saturday, November 12, 2016** from **9am until 5pm** at Riceboro City Hall and the surrounding area. RiceFest pays homage to Riceboro's history and culture. We have planned a cultural extravaganza with entertainment, and encourage you to take part in our day full of excitement and fun.

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. We are also expecting residents from up and down the Georgia, South Carolina and northern Florida coast. This will provide your company with an excellent opportunity to build brand awareness and effectively promote your business to local and regional audiences.

The Vendor rate is **\$125.00** and includes a **12 x 12** designated area and **1** parking pass. If a Vendor should need additional space for set up, the Vendor will be asked to pay an additional **\$125.00** and **1** additional parking pass. Limited spaces available, submit the enclosed application and payment to: The **City of Riceboro, Post Office Box 269, Riceboro, GA 31323** by **Monday, October 31, 2016** to secure your vendor location.

Vendor Applications will be accepted in the order in which they are received. The Rice Festival Event Planner will review each application to ensure that there are no duplicates.

If you have any questions or require additional information, please contact **Mr. Chris Stacy** at **912-695-0481**. Thank you in advance for your support, and we look forward to seeing you in November 2016.

Sincerely,

*Chris Stacy*

Chris Stacy,  
Rice Festival Events Planner,  
City of Riceboro

# **RiceFestival 2016 Vendor Application**

## Vendor Information

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

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

Fax: \_\_\_\_\_

Website: \_\_\_\_\_

Email: \_\_\_\_\_

Detailed description of items to be sold:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By signing below, I represent that I have the proper authority to execute this binding contact on behalf of the company and agree to the conditions set forth herein. I understand that the City of Riceboro reserves the right to refuse this application without explanation.

\_\_\_\_\_  
Signed

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

\_\_\_\_\_  
Date

Please include your Vendors' Fee with this application. Make check/money order payable to:

City of Riceboro, Post Office Box 269, Riceboro, GA 31323

## **VENDOR TERMS & CONDITIONS**

### **Application/Vendor Selection**

Each applicant will be required to submit a completed and signed application form on which a detailed description of the items to be sold. 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 Rice Fest 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, any refunds of fees to the Vendor shall be at the absolute discretion of Rice Fest.

### **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 for temporary food service. The Liberty County Health Department may attend Rice Fest 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.

### **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.

## 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.



**2016 RICEFEST BEST SINGING COMPETITION**

**THE LEGENDARY GOSPEL KEYNOTES**

City of Riceboro presents  
THREE NIGHTS OF GOSPEL ENTERTAINMENT AND FUN

<b>OCTOBER 9</b> Singles competition	<b>OCTOBER 23</b> Group competition	<b>NOVEMBER 6</b> Gospel Fest
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No ticket required. Donations will be accepted and refreshments will be available for purchase  
DOORS OPEN AT 5 P.M. AND THE EVENT BEGINS AT 6 P.M. EACH NIGHT.

**RICEBORO YOUTH CENTER**  
US HWY 17 SOUTH, RICEBORO, GA

FOR MORE INFORMATION  
LARAY MITCHELL 912-432-1835



**MISS LIBERTY RICEFEST 2016 PAGEANT**

**SATURDAY**  
NOVEMBER 5, 2016  
DOORS OPEN AT NOON

PAGEANT BEGINS AT 1 P.M. | TICKETS \$5 (IN ADVANCE / \$7 AT THE DOOR)

Come enjoy an evening of entertainment as contestants for Miss Liberty, Ricefest 2016 compete for the crown. These young ladies will showcase their personal skills, fashion style, and talent just for you!

**RICEBORO YOUTH CENTER**  
US HIGHWAY 17 SOUTH RICEBORO, GA 31323

FOR MORE INFORMATION  
Juanita Lowery 912 332 4462  
juanita@inspirationsperformancestudio.com



CITY OF RICEBORO  
10th Annual  
**Ricefest**  
SATURDAY, NOVEMBER 12, 2016

**HEADLINERS**

<b>BARNES PUGH</b>	<b>LATTIMORE</b>	<b>GOSPEL KEYNOTES</b>
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**FRIDAY NIGHT HOMECOMING**  
November 11, 2016  
RICEBORO YOUTH CENTER  
540 Coastal Hwy (Hwy 17) - Riceboro, GA 31323

**CALENDAR OF EVENTS**

- Ricefest Best SINGLE - October 9th
- Ricefest Best GROUP - October 23rd
- Pageant - November 5th
- Gospel Fest - November 6th
- Homecoming - November 11th
- Ricefest - November 12th
- ANNUAL RICE COOK-OFF

**FREE TO THE PUBLIC**

Entertainment Powered By **CRUISES** | **Vendors Welcome**  
MORE INFO (912) 834-2886  
www.ricebororicfest.com

*If you have any questions or require additional information, please contact Mr. Chris Stacy at 912-695-0481.*

*Thank you in advance for your support, and we look forward to seeing you in November 2016.*