



WONG Food & Beverage Vendor Application Check List

Date: _____

Concessionaire Name: _____

Applicants Name: _____

PLEASE INCLUDE ALL OF THE REQUIRED DOCUMENTS TO BE CONSIDERED FOR VENDING

<input type="checkbox"/>	Food & Beverage Application Checklist	Page 1 Initial __
<input type="checkbox"/>	Read the F & B Vendor General Information & Terms of Participation	Page 2 Initial __
<input type="checkbox"/>	Read the F & B Rules & Regulations	Page 3 Initial __
<input type="checkbox"/>	Hold Harmless Agreement	Page 4 Signature
<input type="checkbox"/>	Credit Card Authorization Form	Page 5 Signature
<input type="checkbox"/>	Food & Beverage Vendor Application	Page 6 Signature
<input type="checkbox"/>	Menu and Price List (include your attachment)	
<input type="checkbox"/>	Photo of Booth, Cart or Truck (include your attachment)	
<input type="checkbox"/>	Copy of ServSafe Certificate/Business License/State Sales Tax #/Health Department Certificate (include your attachments)	
<input type="checkbox"/>	Liability Insurance Coverage (COI) with proper additional insured named (see page 3 for specifics) due by October 2, 2020	

DIRECT APPLICATIONS, PAPERWORK AND QUESTIONS TO:

Tina Talton ~ Wings Over North Georgia

P.O. Box 789, Rome, GA 30162 ~ 706.291.0030 Tina@WingsOverNorthGeorgia.com

WONG Use:

Received: _____ Approved: _____ Not Approved: _____ Notified: _____

Payment: _____ Amount: _____ Receipt Date: _____

Notes: _____



Food & Beverage Vendor Information & Terms of Participation

GENERAL INFORMATION:

- **Date:** Vendor Set-Up Day - Friday, October 23, 2020
- **Show Dates:** Saturday, October 24 and Sunday, October 25
- **Hours of Operation:** 9:00 AM – 5:00 PM both days
- **Event Location:** 304 Russell Field Rd., NE, Rome, GA 30165
- **Projected Attendance:** 50,000+ for the weekend
- **Event will be held rain or shine, excluding Acts of God**

BOOTH SPACE & FEE:

- \$300-\$500 for a Push Cart or Kiosk type based on size: Payment due to secure your space
- \$2,000 for a Booth or Truck (Up to 25') Payment due to secure your space
- Vendors must be self-sufficient with all necessary equipment needed to conduct their business; tables, chairs, tent (*if applicable*), weights and electricity. You must use a “quiet” generator and all power cords must be secured and taped down. You are responsible for your own payment system and have enough change to manage the event.

PAYMENT:

- Must be included with the application.
- Credit card authorization (*all credit cards accepted*) authorization is included in this packet. Make checks out to *Wings Over North Georgia*
- Payment will not be secured until notification of acceptance is made.

APPLICATION:

- Applications are listed online under the Food & Beverage Tab at www.WingsOverNorthGeorgia.com
- Deadline for applications is May 31, 2020 based on availability.
- Application must be complete with the required items and payment submitted for consideration.
- *Selection and approval will be at the sole discretion of WONG. Selection of vendors is based, in part, on menu items offered, as well as value to our attendees, with preference given to vendors that offer unique cuisine and reasonable prices.*
- Once the F & B Vendor Space is full, you may be placed on a waiting list.

CANCELLATION POLICY:

- There are no cancellations, rain dates or refunds due to weather or air show accidents, etc.

IMPORTANT DATES:

Sunday, May 31, 2020	Application Process Closes
Friday, October 2, 2020	(COI) Insurance Certificate Due
Friday, October 24, 2020	Vendor Set-Up Day (8:00 AM – 4:00 PM)
Sunday, October 25, 2020	Vendor Tear Down (After 6:00 PM)

VENDOR WORKER PASSES & PARKING:

- Each booth will be furnished (4) Weekend Vendor Passes and (2) Vendor Parking Passes
- Additional Passes are available for \$15.00 each (*must be purchased prior to show weekend*)
- There is a designated parking area which you will be shown at check-in. You are responsible for picking up the packet and distribute your passes to your respective workers.

NO GUARANTEE OF RESULTS:

- While we are committing a significant effort toward the promotion of this airshow within means, WONG does not guarantee any results from vending, nor does it guarantee a number of attendees.

Signature: _____ Date: _____



Food & Beverage Vendor Rules and Regulations

BOOTH SALES:

- **Beverages:** If approved for a vendor location all Bottled Water, Soda products and Ice will be purchased at the wholesale prices listed below through the WONG Commissary for resale at the stated prices.

The price structure is as follows:

Water – 20oz. bottles @ \$24.00 case – sold at retail price of \$2.00 per bottle

Soda – 20oz. bottles @ \$36.00 case – sold at retail price for \$3.00 per bottle

Ice – 20 lb. bag - \$5.00 per bag (*a truck will be on site*)

Vendors will be charged for each (24 bottle) case that is broken, you may return any unopened cases.

- **Sale Items:** Event management & sponsoring entity has the right to accept or reject any applications & reserves the right to refuse food and beverages being offered by vendor. All applications will be reviewed and accepted on these guidelines. If you have listed items that are not accepted, you will be notified of what items were accepted. No items may be sold unless first approved by the air show management.
- Vendors must be self-sufficient with all equipment needed to conduct their business; tables, chairs, tent (*if applicable*), weights and electricity. You must use a “quiet” generator and all power cords must be taped down. You are responsible for your own payment system and change needed for the weekend.
- **Your location must display the name of the business and a POSTED menu items with pricing of approved items. No substitutions without prior notification.**
- Your organization must adhere to professional business behavior and attire. The Vendor and/or his agents will not attempt to solicit in the common areas and/or in such a manner as to infringe on the ability of other Vendors to conduct their operations.
- All food and beverage must be sold from your booth (no peddling or hawking wares in the crowds or away from you booth unless prior approved by WONG is granted).
- **Note:** The Vendor agrees to keep the rented space occupied by a representative during all the posted hours of the show. **Vendor Operating Hours:** Airshow hours of operation: Saturday, 10/24, 9:00 AM – 5:00 PM and Sunday, 10/25 - 9:00am - 5:00pm
- Absolutely no rights to exclusivity are granted or implied to vendors at this event. Where necessary, every effort will be made by air show management to keep similar or like vendors minimized and/or separated in different areas within the show venue.
- **Insurance:** It is required that you carry minimum \$1,000,000 liability insurance to protect yourself, Russell Regional Airport & Wings Over North Georgia, LLC against loss, injury, or property damage while vending your wares at the air show. This certificate is due to the WONG office by October 2, 2020.
Wings Over North Georgia, LLC and the City of Rome will be an additional insured. Physical address for the Russell Regional Airport is: 304 Russell Field Rd., NE, Rome, GA 30165
- **Security:** Continuous security patrols are provided 24/7 throughout the event weekend activities. Wings Over North Georgia Air Show is not responsible for any loss that you may incur.
- **Set Up, Load In & Parking Instructions:** The Richard B. Russell Regional Airport facility is located at **304 Russell Field Rd., NE, Rome, GA 30165**
Vendor set-up is on Friday 8:00 AM–4:00 PM. All F&B Vendors are required to be set up on Friday before the event on Saturday and Sunday. Vendors will check-in at the Vendor Check-In and be directed to your booth location. Once you have unloaded your trailer, tent, equipment and merchandise; you **must** relocate your vehicle from the air show ramp area to the reserved vendor/exhibitor parking areas as you will be instructed for each day of the show. You will need to inform your workers.
- **Clean Up Requirements:** Each vendor must keep their booth area clean of all potential hazards, oil and waste contaminants or health risks. Grease, oil and wastewater must be containerized and carried away from the venue site. DO NOT POUR oil or wastewater in public areas. You will be fined \$300 should your area be left in disrepair upon your departure. This will also exclude you from an invitation to return.

Signature: _____ Date: _____



Food & Beverage Vendor Hold Harmless Agreement

I AGREE TO ABIDE BY THE RULES AND REGULATION ESTABLISHED by JLC AIRSHOW MANAGEMENT, LLC and WINGS OVER NORTH GEORGIA. The Richard B. Russell Regional Airport, Wings Over North Georgia, its officers, agents, employees, volunteers, and other representatives shall not be held liable for and hereby released from liability from any damages, loss, harm or injury to the person or property of the vendor or any of its officers, agents, employees, volunteers, and other representatives, resulting from theft, fire, water, weather, accident or other reason. The vendor shall indemnify, defend or protect Richard B. Russell Regional Airport, Wings Over North Georgia and hold harmless from any and all claims, demands, suits, liability, damages, loss expenses, attorney fees and expenses or any other nature which might result from or arise out of any action or failure to act on part of the vendor or any of its officers, agents, employees, volunteers or any other representatives. By my signature below, I agree to the above statement. Further, I hereby grant full permission to Wings Over North Georgia or authorized agents to use any photographs, videos, recordings or any other record of this event for any legitimate sales, marketing and promotional purposes.

Signature: _____ Date: _____
(APPLICATION WILL NOT BE ACCEPTED WITHOUT SIGNATURE)

Print Name: _____

On Site Contact and Phone Number: _____

WONG Signature: _____ Date: _____





Food & Beverage Vendor Credit Card Authorization Form

Name on the Card: _____

Type of Card: Visa MC AmEx Discover
Other _____

Account Number _____

Expiration Date _____

Security Code _____

Billing Address _____

City, State, Zip _____

Phone Number _____

Order/Invoice Number _____

Item(s) Purchased _____

Amount to be Charged _____

By signing this form, you authorize WINGS OVER NORTH GEORGIA, LLC
to charge your card for the amount listed above.

Signed: _____

Date: _____



Food & Beverage Application

Concessionaire Name:	
Contact Name:	
Phone:	Email:
Address, city, State, Zip:	
Day Of Event Contact:	Cell Phone:

Logistics:

Please describe your set-up including dimensions:

- Tent – (size) _____ Quantity _____
- Truck – (size) _____ Quantity _____
- Cart – (size) _____ Quantity _____

Please include here or attach your menu items and prices. *Your location must display the name of the business and a POSTED menu with pricing of approved items. No substitutions without prior notification.*

Please read the entire application package before submitting. Thank you.

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