



Enriching Lives
rfpra.com

**Rome-Floyd Parks & Recreation Authority
Vendor Application**

RFRA Contact:

Betsy Hampson 706.314.1324 or bhampson@rfpra.com

Vendor Rates:

10 x 10 Booth Space \$200

10 x 20 Booth Space \$250

Anything larger must be approved and pricing will be given at the time of approval.

Name of Event Applying For: _____

Vendor Information:

CONTACT NAME: _____ BUSINESS NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ CELL: _____

EMAIL: _____

Vendor Type:

Please indicate which type of vendor you are and include a detailed description of your business.

Food _____

Beverage _____

Non Profit _____

Crafter / Artisan _____

Entertainment _____

Other _____

Please take a moment to read the Vendor Guidelines listed on the back of this application.

Vendor Guidelines:

1. No refunds will be given unless the event is canceled by RFPRA.
2. Applications will be accepted on a first come, first serve basis.
3. Vendors do not have any exclusivity rights on service or products sold.
4. All vendors must adhere to all local, state and federal regulations and must include a copy of all applicable documents for the sale of the items and/or services listed on this application.
5. All vendors must submit a Certificate of Liability Insurance naming RFPRA as an additional insured.
6. Vendors must detail the items they will be selling during the scheduled event. RFPRA reserves the right to exclude products, services or advertising to protect sponsorship agreements and endorsements.
7. Vendors are responsible for their own tent and equipment during the scheduled event. RFPRA is not responsible for lost or stolen merchandise.
8. All RFPRA facilities and events are smoke free.
9. RFPRA will assign booth locations.
10. Electricity (up to 20 amps, single phase, 120 volts) is available.
11. A sign must be prominently displayed at your booth with all prices.
12. All vendors are responsible for providing their own equipment, including tents, tables, chairs, electric cords and lighting.
13. No tent fronts will be provided for inclement weather.
14. Vehicles will not be allowed in the concession area with the exception of unloading. Vendors will be given a designated area to park during the scheduled event.
15. No alcoholic beverages may be served.
16. Ice may be available for sale per bag. (Not applicable to all events; vendor should confirm with RFPRA prior to event if ice is needed.)
17. I agree to indemnify and hold the Rome-Floyd Parks and Recreation Authority, their board members, staff and any representative harmless against all liability, claims, demands, losses, damages, levies and causes or action or suits of any nature whatsoever, arising out of or related to my activities at a Rome-Floyd Parks and Recreation event.

By signing below you attest that you have read and understand all the guidelines listed above.

APPLICANT SIGNATURE: _____ DATE: _____

RFPRA STAFF SIGNATURE: _____ DATE: _____

Return application, copies of all applicable documents and payment to:

Rome-Floyd Parks & Recreation Authority
1 Shorter Ave
Rome, GA 30165

