



# Culinary Vendor Application

**DEADLINE TO RETURN IS FEBRUARY 2, 2018**

Fax: 706-221-1901

Email: [Toast@OutdoorEvents.com](mailto:Toast@OutdoorEvents.com)

Mail: 1747 Warm Springs Rd, Columbus, GA 31904

**FRIDAY, MARCH 2, 2018**

**7:00 – 10:00 PM**

**Columbus Georgia Convention and Trade Center**

**801 Front Ave, Columbus, GA 31901**

**Restaurant/ Culinary**

**Vendor** \_\_\_\_\_ **Location** \_\_\_\_\_

**Contact Name** \_\_\_\_\_ **Email** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **Fax** \_\_\_\_\_ **Cell** \_\_\_\_\_

**DESCRIPTION OF YOUR RESTAURANT/ CHEF/ COMPANY: (as you would have it appear on social media and in the event program):**

Synovus Toast of the Town will provide:

1. One (1) eight-foot table with cloth for presentation
2. Two (2) Vendor Passes per table
3. Two (2) Souvenir Synovus Toast of the Town Wine Glasses
4. Paper napkins, small plastic plates and forks
5. Trash containers
6. Event signage

Each Vendor must provide:

1. Two (2) people to man the table (one (1) chef pass will be provided)
2. Food for guest tastings. (We expect 1,000 but will notify you March 8<sup>th</sup> with a final number)
3. Label for all Menu Items (due to food allergies)
4. Appropriate fire extinguishers
5. Electrical cords as needed

Special Needs (We will try to accommodate any requests):

1. \_\_\_\_\_ Yes, I need a 10'x10' Prep area in adjacent room with one (1) eight-foot table
2. # \_\_\_\_\_ Additional tables at my Tasting area
3. # \_\_\_\_\_ Additional tables for Prep area
4. \_\_\_\_\_ Yes, I need power at my Tasting area
5. Special Requests/Table Location Requests: \_\_\_\_\_
6. Other (Please explain) \_\_\_\_\_

**Menu List:** Please provide a specific description of the menu items to be served as to appear in the program and social media. Please submit the Menu List no later than February 2, 2018.

**Menu Item** \_\_\_\_\_

**Menu Item** \_\_\_\_\_

**Menu Item** \_\_\_\_\_

### CULINARY VENDOR AGREEMENT

1. I understand that Synovus Toast of the Town cannot guarantee exclusivity of my product.
2. I understand that Synovus Toast of the Town reserves the right to assign or reassign any or all booth locations and spaces. No guarantee of a specific booth or space location is given or implied.
3. Booth set up begins on Thursday, March 1<sup>st</sup>, 2018 after 2:00 p.m., and must be completed by 5:00 p.m. on Friday, March 2<sup>nd</sup>, 2018. All supplies must be removed by 12:00 a.m., March 3<sup>rd</sup>, 2018. Breakdown will begin after 10:00 p.m.
4. You must check-in to get Vendor Passes on Friday, March 2<sup>nd</sup> before 5:00 p.m. These will be your passes for the event.
5. Any print materials to be distributed must be approved by Synovus Toast of the Town prior to the event.
6. Upon leaving Friday evening, all rubbish, trash and discarded materials, including food and grease must be removed and properly disposed.
7. Although security will patrol the area during the event, neither Synovus Toast of the Town, neither the Columbus Philharmonic, Outdoor Events, Inc. nor the Columbus Convention and Trade Center assumes responsibility for the security of my property and I agree to hold them harmless.
8. I will serve only what has been approved on the **Menu List** provided.
9. I will have at least one person running my vendor space at all times. If I am alone, I will secure a volunteer to be at the space if I must leave.
10. I will bring a fire extinguisher designed for electrical fires. If I am preparing or heating food, I will also have a fire extinguisher designed for grease fires. I will provide all proper extinguishers.
11. The Columbus Convention and Trade Center will provide power to the booth, with advance notice only. I will provide any additional cords. These cords will be grounded electrical extension cords of wire gauge adequate for my electrical appliance usage.
12. I understand that all persons, companies or organizations participating do so as independent contractors and not as employees or agents of Synovus Toast of the Town, the Columbus Philharmonic Guild, Inc. (Columbus Symphony Orchestra), Outdoor Events, nor the Columbus Convention and Trade Center, and as such assume all responsibility for withholding taxes, Social Security, State taxes, Public liability and Worker's Compensation Insurance and also assume responsibility for insurance coverage to, from and during Synovus Toast of the Town, and for accident or injury to himself and/or his equipment.
13. I will provide proof of the following insurance coverage effective for the above date in the form of a Certificate of Liability Insurance.
  - a. Liability coverage of not less than \$300,000.00
  - b. Worker's Compensation, if available;
  - c. It must list as an additional insured party and certificate holder Synovus Toast of the Town. Under description add Synovus Toast of the Town as additional insured and the date March 2, 2018, is listed. Where it says "CERTIFICATE HOLDER" it must say: ADDITIONAL INSURED: Synovus Toast of the Town/ Columbus Philharmonic Guild, Inc. (Columbus Symphony Orchestra), 935 1st Avenue, Columbus, GA 31901 and Outdoor Events, Inc. 1747 Warm Springs Rd, Columbus, GA 31904.

Please make sure your insurance company understands our requirements because you will not be allowed to set up without the properly filled out certificate. I agree to keep the required insurance coverage and licenses active during the duration of the above stated date and displayed at all times during the Synovus Toast of the Town.

I agree to keep the required insurance coverage and licenses active during the duration of the above stated date and displayed at all times during the Synovus Toast of the Town. This agreement is between the Synovus Toast of the Town/ and

\_\_\_\_\_  
(Vendor Name)

With my signature below, I certify that I have read, understand and agree to abide by the above stated guidelines. I understand that I am responsible for my own space, materials, insurance and permits, and shall hold harmless Synovus Toast of the Town, Columbus Philharmonic Society, Outdoor Events, and Columbus Convention and Trade Center from any and all damages arising out of my participation in this event.

SIGNATURE (Culinary Vendor): \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE (Synovus Toast of the Town): \_\_\_\_\_ DATE: \_\_\_\_\_