



Benefitting the Columbus Symphony Orchestra

Spirits Vendor Application

DEADLINE TO RETURN IS FEBRUARY 2, 2018

Fax: 706-221-1901

Email: 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

Vendor _____ Distributor _____

Contact Name _____ Email _____

Mailing Address _____

Telephone _____ Fax _____ Cell _____

DESCRIPTION OF YOUR COMPANY/SPIRITS (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. Water pitcher and discarding bucket
5. Glasses and paper napkins
6. Trash containers
7. Event signage

Each Vendor must provide:

1. Knowledgeable person(s) to man the table and pour spirits
2. Spirits for tasting for all guests. (We expect 1,000 but will notify you February 28th with a final number.)
3. Delivery to Columbus Convention and Trade Center, 801 Front Ave, Columbus, GA 31901 (Check one)
 - Spirits will be delivered to the Trade Center March 2nd, 2018.
 - As the distributor, I will bring the Spirits to the Trade Center prior to 4:00 p.m. on March 2nd, 2018.

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

1. # _____ Additional table(s)
2. Other (Please explain) _____
3. Special Requests/Table Location Requests: _____

Spirits List: Please attach a specific description of spirits to be served as to appear in the program and include this information: Maker, Name of Spirits, Region, and any other appropriate information.

Please submit the Spirits List no later than February 2, 2018.

Maker _____ Spirit Name _____ Region _____

Maker _____ Spirit Name _____ Region _____

Maker _____ Spirit Name _____ Region _____

Maker _____ Spirit Name _____ Region _____

Maker _____ Spirit Name _____ Region _____

SPIRITS VENDOR AGREEMENT

1. A licensed Georgia distributor must deliver and handle all alcohol for the Synovus Toast of the Town.
2. The licensed Georgia distributor must deliver all alcohol to the Columbus Convention and Trade Center (801 Front Ave, Columbus, GA 31901) on March 2, 2018 and ensure that a Synovus Toast of the Town volunteer checks in the spirits.
3. I understand that Synovus Toast of the Town cannot guarantee exclusivity of my product.
4. 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.
5. Booth set up begins on Thursday, March 1, 2018 after 2:00 p.m. and must be completed by 5:00 p.m. on Friday, March 2, 2018. All supplies must be removed by 12:00 a.m., March 3, 2018. Breakdown will begin after 10:00 p.m.
6. You must check in to get Vendor Passes, which will be your passes for the event.
7. Any print materials to be distributed must be approved by Synovus Toast of the Town prior to the event.
8. Upon leaving Friday evening, I will remove and properly dispose of all rubbish, trash and discarded materials, including food and grease.
9. 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.
10. I will serve only what has been approved on the **Spirits List** provided.
11. 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.
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 2nd, 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 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.

This agreement is between the Synovus Toast of the Town/ Columbus Philharmonic Guild, Inc.

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 the Columbus Convention and Trade Center from any and all damages arising out of my participation in this event.

SIGNATURE (Spirits Vendor): _____ DATE: _____

SIGNATURE (Synovus Toast of the Town): _____ DATE: _____