



GUYANA ASSOCIATION OF GEORGIA, INC.

www.GAOG.org

**Mailing Address
P.O. Box 360744
Decatur, GA 30036**

Dear Vendor/Supporter,

The Guyana Association of Georgia's GUYANA FAMILY FUN DAY will be held on Sunday, May 28, 2017 at **Hallford Stadium, 3789 Memorial College Avenue, Clarkston, GA 30021**.

Vendor booths are available on a **FIRST COME, FIRST SERVE** basis. No booths will be held for anyone. Payment installments will be accepted, however, first priority will be given to vendors who make full payments as the demand for vending spots is steadily increasing.

Enclosed with this 2017 Vendor Letter you will find copies of the following:

- 2017 Vendor Contract (return with payment)
- 2017 Vendor Application (return with payment)
- 2017 Vendor Assistants Form (return with payment)
- 2017 Vendor Rules (Keep for your records)
- Vendor Booth Descriptions (Keep for your records)

Please return the following completed forms with your payment: Vendor Contract, Vendor Application, and Vendor Assistants Form.

All payment must be received by April 22, 2017 with no exceptions. Only the following two (2) methods of payment will be allowed. **No payment will be accepted at the gate.**

1. Pay online using PayPal by going to www.gaog.org. (Strongly Encouraged). If you pay online to secure a space, please mail in your vendor application, or bring it to the Vendors' Meeting.
2. Mail your payment to the GAOG Post Office Box listed at the top of this letter (**money order or certified bank checks only**). **NO PERSONAL CHECKS WILL BE ACCEPTED and NO PAYMENTS WILL BE PICKED UP.**

A mandatory vendor's meeting is scheduled for May 6 at 2:00 pm at the Guyana Association Secretariat located at 1970 Panola Road, Lithonia, GA 30058 to discuss vending contracts and policies.

If you have any questions, please contact Merlyn Osborne at 678-913-4948 or Claud London 770-335-9695. Our thanks and gratitude for partnering with the Guyana Association of Georgia. as you help us celebrate our 26th year of Excellence in the Community.

Sincerely,

Carl Lashley
President



GUYANA ASSOCIATION OF GEORGIA, INC.

www.GAOG.org

P.O. Box 360744
Decatur, GA 30036

**MEMORIAL FAMILY FUN DAY
Sunday, May 28, 2017**

VENDOR APPLICATION FORM

Name of Business: _____

Contact Person: _____

Address: _____

Cell Phone No. _____ Other Phone No. _____

Description of Product(s) to be sold:

THE SALE OR CONSUMPTION OF ALCOHOLIC BEVERAGES IS STRICTLY PROHIBITED. NO GUNS OR WEAPONS WILL BE ALLOWED IN PARK, WITH THE EXCEPTION OF SMALL KNIVES OR MACHETES USED FOR VENDING PURPOSES ONLY

For office use only:

Deposit: \$ _____

Rec'd by: _____

Date: _____

Final Payment: \$ _____

Rec'd by: _____

Date: _____

FINAL PAYMENT DUE BY April 22, 2016

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Decatur, GA 30036

MEMORIAL FAMILY FUN DAY

Sunday, May 28, 2017

VENDOR ASSISTANTS FORM

Name of Business: _____

Type of Business: _____

Name of Person Vending: _____

Cell Phone No. _____ Other Phone No. _____

Please List All Additional People (by booth):

First Name (Print): Last Name (Print):

1. _____

2. _____

3. _____

Booth Type Additional Vendor Passes

Large Food 3

Small Food 2

Arts & Crafts 2

Italian Ice 2

CD/Music 2

Advertising 1



GUYANA ASSOCIATION OF GEORGIA, INC.

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P.O. Box 360744

Decatur, GA 30036

MEMORIAL FAMILY FUN DAY

Sunday, May 28, 2017

Vendors Rules

THESE RULES MUST BE FOLLOWED. VIOLATION WILL RESULT IN EJECTION FROM THE PARK AND /OR FORFEITURE OF ALL DEPOSITS.

1. Vendors and vendor assistants must arrive on the grounds from 7:00 am on the day of the event. All booths must be set up by 11:00am. All vehicles must be off the grounds by 11:30 am – **no exceptions.**
2. Vendors will be responsible for his / her own supplies and equipment.
3. The maximum number of persons allowed at no charge with each vendor varies by the type of Booth (see your contract). All other helpers / assistants must pay the admission fee.
4. Vendors with advertising booths **cannot** sell their products or any other products; booths are only for display and advertising.
5. Vendors must visibly display all forms of identification provided by the Association.
6. All vendors must begin their wind down and cease vending by 8:00 pm. You have until 9:00 pm to clean up so you can exit. These are County rules to which we must adhere and comply and we are asking you to cooperate accordingly. DeKalb County Police will assist us in meeting these requirements.
7. There is **absolutely no vending allowed under family tents.** All vendors must purchase a vending booth, from which goods are sold. Family tents are for the gathering of family members only.
8. Be careful and mindful of other vendors when unloading and loading your vehicle to exit the ground. Vehicles are allowed to unload and reload using the asphalt track.
9. **No alcohol, shotguns, rifles or revolvers will be allowed. Only vending tools such as small knives or machetes will be allowed.**

Please refer to your contract for further details.



GUYANA ASSOCIATION OF GEORGIA, INC.

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P.O. Box 360744

Decatur, GA 30036

MEMORIAL FAMILY FUN DAY

Sunday, May 28, 2017

Booth Description

The following are descriptions of vending booths for the Family Fun Day on Sunday, May 28, 2017.

All vendors **MUST** adhere to the items or services sold or advertised under each vending booth, or their station will be closed down for breach of vending policy. **If a vendor with 10 or more years of vending at the Family Fun Day Event is granted approval by the Board of Directors to be the ONLY vendor to sell a product the vendor must pay \$25.00 extra plus the appropriate vending fee to participate. Rules are strictly enforced.**

Large Food Vending: \$650.00 + \$50.00 refundable fee for cleanup (1 - 15X15 tent) – Two (2) tables and four (4) chairs. Additional tables and chairs are available at an additional cost. Vendor **MUST** have a tarp on ground under booth and flattened cardboard boxes around grill to prevent oil spillage. Both tarp and flattened cardboard should be installed in a safe manner to prevent accidents.

- Any curried meat dish (i.e. chicken, beef, goat, etc.)
- Any stewed meat dish (i.e. chicken, beef, fish, etc.)
- Oxtail
- Fried fish
- Jerk Chicken
- Peas and rice, or any type of rice
- Black and/or white pudding
- Fish cakes
- Juices and any type of beverage – *Absolutely no alcohol sales*

Small Food Vending (ITEMS STRICTLY ENFORCED): \$350.00 + \$50.00 refundable fee for cleanup – Tables and chairs are available for rent at an additional cost

- Pastries/Finger Foods (pine tarts, salara, cheese rolls, pholourie, cheese straws, sugar cake, fudge, etc.)
- Pastry Patties (i.e. beef, chicken, veggie, etc.)
- Black/White Pudding (**NO COOKING - products may be kept in warmer**)
- Funnel cakes, or any type of cake
- Smoothies
- Juices or any type of beverage – *Absolutely no alcohol sales*
- Dry goods grocery store products (e.g., Jerk Sauce)

Arts and Crafts Vending: \$300.00 + \$50.00 refundable fee for cleanup – Tables and chairs are available at an additional cost

- Flags
- Costume Jewelry
- Hand bags or any type of bag
- Artifacts (i.e. necklaces, bracelets, belts, etc.)
- T-shirts
- Hats, caps, kufi's, etc.
- Paintings
- Sculptures
- Books by Guyanese Authors

CD Vending: \$350.00 + \$50.00 refundable fee for cleanup– Tables and chairs are available at an additional cost

- CD's
- A small boom box or stereo system to play your music, but no huge music setup (provide your own generator for power)
- No other items must be sold from your booth

Ice Related Vending: \$150.00 + \$50.00 refundable fee for cleanup – Tables and chairs are available at an additional cost

- Italian Ice
- Shaved Ice
- Snow Cone
- Ice Cream
- No other items must be sold from your booth

Advertising Vendors: \$150.00 + \$50.00 refundable fee for cleanup – Tables and chairs are available at an additional cost

- The advertisement of services directly related to your business
- No items are to be sold from this booth

In Summary:

- **NO ALCOHOL, SHOTGUNS, RIFLES OR REVOLVERS WILL BE ALLOWED. ONLY TOOLS OF THE TRADE SUCH AS SMALL KNIVES OR MACHETES WILL BE ALLOWED ON PARK GROUNDS.**
- No power will be provided to tents. Vendors must arrange to have **standard size** generators (i.e. from Home Depot or Lowes), if you need a power source. All questions must be directed to Merlyn Osborne 678-913-4948 or Claud London 770-335-9695.
- **Vendors must absolutely leave the grounds by 9:00pm. There will be a \$50.00 charge beyond 9:00pm. We kindly request your cooperation on this matter.**
- **ABSOLUTELY NO VENDING ALLOWED UNDER FAMILY TENTS. ALL UNAUTHORIZED VENDING OPERATIONS WILL BE TERMINATED.**
- **All vendors are due a \$50.00 refund providing the vending area is left as you found it (clean). Refunds will be mailed to you within 30 days after the event.**

Thank you very much for your support and participation.



The contract between the Guyana Association of Georgia, Inc. hereinafter referred to as the

“Association” and _____, hereinafter referred to as “Vendor”, for vending at Hallford Stadium, 3789 Memorial College Avenue, Clarkston, GA 30021, hereinafter referred to as the “Venue”. The Association and the Vendor agree as follows:

1. The Association will provide a 15 x 15 tent, four (4) chairs, and two (2) tables for use by the Vendor. This will be assigned on a “first come, first served” basis.
2. The Vendor will be responsible for his/her own supplies and equipment. **COOKING IS ALLOWED.**
3. The Vendor and assistants must check in by 7:00 am on the day of the event. All setup must be completed by 11:00 am. No vendor vehicle will be permitted to remain inside the stadium.
4. The maximum number of persons allowed at no charge with each Vendor is **three (3)**. **All other helpers must pay the admission fee.**
5. The booth rental is \$650.00 plus a \$50.00 clean up fee, **for a total of \$700.00 to be paid in full no later than April 22, 2017. Payment must be in cash, money order, pay pal or certified bank check. NO PERSONAL CHECKS WILL BE ACCEPTED.**
6. Your \$50.00 clean up deposit fee will be returned within 30 days if the designated area is left in a clean and acceptable manner, and all rented chairs and tables are in serviceable condition. Failure to do so will result in the forfeiture of all monies paid.
7. **In the event of cancellation, the vendor must give written/verbal notice of intent to cancel at least two (2) weeks prior to the event. Failure to do will result in a penalty of 50% of your entire payment.**
8. The Vendor must visibly display on his/her person, all forms of identification provided by the Association.
9. **Vendors must wind down and cease vending by 8:00pm, and exit the ground by 9:00pm. Any vendor still on the ground after 9:00pm will be charged \$50.00 DeKalb County Police will be assisting to ensure this policy is followed.**
10. The Association makes no warranties with respect to the patronage and/or profits.
11. The Vendor must meet the health standards set forth by the DeKalb County Board of Health. .
12. **The sale of alcoholic beverages is strictly prohibited.** Any Vendor found in breach will be ejected from the venue without monetary redress.

Guyana Association of Georgia, Inc.

Vendor

Date: _____

Date: _____



THE GUYANA ASSOCIATION OF GEORGIA, INC.

SMALL FOOD VENDOR CONTRACT

GUYANA FAMILY FUN DAY

The contract between the Guyana Association of Georgia, Inc. hereinafter referred to as the “Association” and _____, hereinafter referred to as “Vendor”, for vending at **Hallford Stadium, 3789 Memorial College Avenue, Clarkston, GA 30021**, hereinafter referred to as the “Venue”. The Association and the Vendor agree as follows:

1. The Association will not provide a tent for use by the Vendor.
2. The Vendor will be responsible for his/her own supplies, equipment, and tent. The tent should not be larger than **10X10. NO MAKE SHIFT TENTS OR COOKING ALLOWED.**
3. The Vendor and assistants must check in from 7:00 am on the day of the event. All setup must be completed by 11:00 am. No Vendor vehicle will be permitted to remain inside the stadium.
4. The maximum number of persons allowed at no charge with each Vendor is two (2). **All other helpers must pay the admission fee.**
5. The booth rental is \$350.00 plus a \$50.00 clean up fee, **for a total of \$400.00 to be paid in full no later than April 22, 2017. Payment must be in cash, money order, or certified bank check. NO PERSONAL CHECKS ARE ACCEPTED.**
6. Your \$50.00 clean up deposit fee will be returned (within 30 days) if the designated area is left in a clean and acceptable manner, and all rented chairs and tables are returned in a serviceable condition. Failure to do so will result in the forfeiture of all monies paid.
7. **In the event of cancellation, the vendor must give written notice of intent to cancel at least two weeks prior to the event. Failure to do so will result in a penalty of 50% of your entire payment.**
8. The Vendor must visibly display on his/her person, all forms of identification provided by the Association.
9. **Vendors must wind down and cease vending by 8:00pm, and exit the ground by 9:00pm. Any vendor still on the ground after 9:00pm will be charged \$50.00. DeKalb County Police will be assisting to ensure this policy is followed.**
10. The Association makes no warranties with respect to the patronage and/or profits.
11. The Vendor must meet the health standards set forth by the DeKalb County Board of Health.
12. **The sale of alcoholic beverages is strictly prohibited.** Any Vendor found in breach will be ejected from the venue without monetary redress.

Guyana Association of Georgia, Inc.

Vendor

Date: _____

Date: _____



THE GUYANA ASSOCIATION OF GEORGIA, INC.

ARTIFACTS VENDOR CONTRACT

GUYANA FAMILY FUN DAY

The contract between the Guyana Association of Georgia, Inc. hereinafter referred to as the “Association” and _____, hereinafter referred to as “Vendor”, for vending at Hallford Stadium, 3789 Memorial College Avenue, Clarkston, GA 30021 hereinafter referred to as the “Venue”. The Association and the Vendor agree as follows:

1. The Association will not provide a tent for use by the vendor.
2. The Vendor will be responsible for his/her own supplies, equipment, and tent. The tent should not be larger than **10X10. NO MAKE SHIFT TENTS ARE ALLOWED.**
3. The Vendor and assistants must check in between 7:30 am and 10:30 am on the day of the event. All booths must be set up by 11:00 am. No Vendor vehicle will be permitted into the venue after 11:00 am.
4. The maximum number of persons allowed with each Vendor’s booth is **two (2)**.
5. The booth rental is \$300.00 plus a \$50.00 refundable deposit, **for a total of \$350.00 to be paid by no later than April 22th. Payment must be in cash, money order, or certified bank check. NO PERSONAL CHECKS ARE ACCEPTED.**
6. Your \$50.00 deposit will be returned within 30 days if the designated area is left in a clean and acceptable manner, and all rented chairs and tables are in serviceable condition. Failure to do so will result in the forfeiture of all monies paid.
7. **In the event of cancellation, the Vendor must give written notice of intent to cancel at least 21 days prior to the event. Failure to do so will result in a penalty of 50% of your entire payment which will be deducted from the total amount.**
8. The Vendor must visibly display on his/her person, all forms of identification provided by the Association.
9. **Vendors must cease vending by 8:00pm, and exit the park no later than 10:00pm. Any vendor still on the field after 10:00pm will be charged \$50.00 for every hour past 10:00pm. DeKalb County Police will be assisting to ensure this policy is followed.**
10. The Association makes no warranties with respect to the patronage and/or profits.
11. **The sale of alcoholic beverages is strictly prohibited. Any Vendor found in breach will be ejected from the venue without monetary redress. Subject to terms and conditions contained in the Vendors Instruction hereto attached.**

Guyana Association of Georgia, Inc.

Vendor

Date: _____

Date: _____



THE GUYANA ASSOCIATION OF GEORGIA, INC.

ICE VENDOR CONTRACT

GUYANA FAMILY FUN DAY

The contract between the Guyana Association of Georgia, Inc. hereinafter referred to as the “Association” and _____, hereinafter referred to as “Vendor”, for vending at **Hallford Stadium, 3789 Memorial College Avenue, Clarkston, GA 30021**, hereinafter referred to as the “Venue”. The Association and the Vendor agree as follows:

1. The Association will not provide a tent for use by the Vendor.
2. The Vendor will be responsible for his/her own supplies, equipment, and tent. The tent should not be larger than **10X10. NO MAKE SHIFT TENTS ARE ALLOWED.**
3. The Vendor and assistants must check in by 7:00 am on the day of the event. All advertising tables must be set up by 11:00 am. No Vendor vehicle will be permitted to remain inside the stadium.
4. The maximum number of persons allowed at no charge with each Vendor is **two (2). All other helpers must pay the admission fee.**
5. The booth rental is \$150.00 plus a \$50.00 clean up fee, **for a total of \$200.00 to be paid in full no later than April 22, 2017. Payment must be in cash, money order, or certified bank check. NO PERSONAL CHECKS WILL BE ACCEPTED.**
6. Your \$50.00 clean up deposit fee will be returned (within 30 days) if the designated area is left in a clean and acceptable manner, and all rented chairs and tables are returned in a serviceable condition. Failure to do so will result in the forfeiture of all monies paid.
7. **In the event of cancellation, the vendor must give written notice of intent to cancel at least two (2) weeks prior to the event. Failure to do so will result in a penalty of 50% of your entire payment.**
8. The Vendor must visibly display on his/her person, all forms of identification provided by the Association.
9. **Vendors must wind down and cease vending by 8:00pm, and exit the ground by 9:00pm. Any vendor still on the ground after 9:00pm will be charged \$50.00. DeKalb County Police will be assisting to ensure this policy is followed.**
10. The Association makes no warranties with respect to the patronage and/or profits.
11. The Vendor must meet the health standards set forth by the DeKalb County Board of Health. As per attached Appendix A.
12. **The sale of alcoholic beverages is strictly prohibited.** Any Vendor found in breach will be ejected from the venue without monetary redress.

Guyana Association of Georgia, Inc.

Vendor

Date: _____

Date: _____



THE GUYANA ASSOCIATION OF GEORGIA, INC. ADVERTISING VENDOR CONTRACT GUYANA FAMILY FUN DAY

The contract between the Guyana Association of Georgia, Inc. hereinafter referred to as the “Association” and _____, hereinafter referred to as “Vendor”, for vending at **Hallford Stadium, 3789 Memorial College Avenue, Clarkston, GA 30021**, hereinafter referred to as the “Venue”. The association and the Vendor agree as follows:

1. The Association **WILL NOT** provide a tent for use by the vendor. Space will be assigned on a “first come, first serve” basis.
2. The Vendor will be responsible for his/her own supplies and equipment. **THIS CONTRACT DOES NOT ALLOW FOR THE SALE OF PRODUCTS.**
3. The Vendor and assistants must check in by 7:00 am on the day of the event. All advertising vendor tables must be set up by 11:00 am. No Vendor vehicle will be permitted to remain inside the stadium.
4. The maximum number of persons allowed with each Vendor’s table is **one (1)** per table.
5. The booth rental is \$150.00 plus a \$50.00 refundable clean up fee, **for a total of \$200.00 to be paid in full no later than April 22, 2017. Payment must be in cash, money order, or certified bank check. NO PERSONAL CHECKS ARE ACCEPTED.**
6. **In the event of cancellation, the Vendor must give written notice of intent to cancel at least two (2) weeks prior to the event. Failure to do so will result in a penalty of 50% of your entire payment.**
7. The Vendor must visibly display on his/her person, all forms of identification provided by the Association.
8. **Vendors must wind down and cease vending by 8:00pm, and exit the ground no later than 9:00pm. Any vendor still on the ground past 9:00pm will be charged \$50.00. DeKalb County Police will be assisting to ensure this policy is followed.**
9. The Association makes no warranties with respect to the patronage and/or profits
10. **The sale of alcoholic beverages is strictly prohibited.** Any Vendor found in breach will be ejected from the venue without monetary redress.

Guyana Association of Georgia, Inc.

Vendor

Date: _____

Date: _____