

November 19th, 2016

Always 3rd Weekend in November



Lean-Ox Festival
PO Box 168
Lenox, GA 31637
Website: www.leanoxfestival.com
Contact: Pat (229) 507-4445

2016 Vendor Application

Festival Use Only

Booth (s) _____
Electricity _____
Water _____
Cash _____
Check # _____
Amt. Paid _____

Are you a returning vendor to the Lean-Ox Festival? Yes / No

PLEASE PRINT CLEARLY

Organization or Business Name _____

Contact Person _____ Phone # _____

Mailing Address _____

City _____ County _____ State _____ Zip Code _____

E-mail Address _____

Please check type of Vendor: ☐ Arts & Crafts ☐ Attraction ☐ Awareness ☐ Food ☐ Kiddy Zone ☐ Merchant

Please check all that apply to your products:

- | | | | |
|---|------------------------------------|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Children's Items | <input type="checkbox"/> Jewelry | <input type="checkbox"/> Wall Art | <input type="checkbox"/> Purses/Bags |
| <input type="checkbox"/> Adult Items | <input type="checkbox"/> Knives | <input type="checkbox"/> Pet Items | <input type="checkbox"/> Air Brush |
| <input type="checkbox"/> Clothing/Hats | <input type="checkbox"/> Pottery | <input type="checkbox"/> Wreaths | <input type="checkbox"/> Hair Bows |
| <input type="checkbox"/> Toys/Inflatables | <input type="checkbox"/> Wood Work | <input type="checkbox"/> Fleece Items | <input type="checkbox"/> Produce |
| <input type="checkbox"/> Glass items | <input type="checkbox"/> Floral | <input type="checkbox"/> Gift Baskets | <input type="checkbox"/> Other |
| <input type="checkbox"/> Leather | <input type="checkbox"/> Crochet | <input type="checkbox"/> Games | <input type="checkbox"/> Food/Drinks |

Additional details about your product/food: _____

(If Food Vendor, please complete County Food Permit to accompany Application)

Number of 12ft x 12ft booth spaces or 14ft x 14ft (Kiddy Zone) spaces you will need: (Circle one) 1 2 3 4 5

You must fit in your space completely, not overlapping into the space next to you. These spaces are limited and marked accordingly for each vendor. Example: if you are taking up to 14 ½ foot of space, you will need to purchase an additional space. This includes the length on the tongue of your trailer.

Your booth will contain which of the following? TENT or TRAILER

What is the entire Length & Width of your set up area required? _____ (L) x _____ (W)

Vendors serving from trailers **MUST** set up Friday after 3pm – 9pm

Vendors serving from tents **MUST** set up Friday 9pm – Saturday 8am

If you cannot set up during the designated times, you will be relocated. We have many tent vendors that must set up the morning of the festival but are held up and many times must be relocated due to large trailers trying to get squeezed into these spaces and many times the trailers are overlapping into their spaces. So, to avoid this issue as much as possible, we ask that you please follow these new set up times.

Will you require electricity? (Circle one) No / Yes (**\$10 extra per plug, per booth space requiring electricity**) Outlets are 110v outlets on 20 amp breakers only. If you will require a larger outlet, we ask that you bring your own generator for your electrical purposes.



2016 Guidelines

1. Booth cost \$40.00 each (add \$10 for electricity, per requiring booth) Space will be measured 12 ft x 12 ft, Kiddy Zone space measures 14 ft x 14 ft and cost \$60.00 each (add \$10 for electricity, per requiring booth). You must fit in your space or pay an additional vendor booth fee, no exceptions. *Check or money order should be made out to the "Lean-Ox Festival". Never issue check or money order directly to any committee member.* No refund will be issued due to any damage caused by weather conditions, natural disasters, acts of God, or any other reasons beyond our control.
2. If you decide to stay in Lenox Georgia, Friday night (November 18th, 2016) PLEASE UNDERSTAND we are not responsible for your electrical needs to your RV or any other living arrangement you make for the night. The only electrical need that will be provided will be for the food vendors' trailers to keep their foods from spoiling.
3. Absolutely no yard sale items. All items MUST be new, either store merchandise or hand crafted items.
4. Arts & Crafts/Food booths must be set up by 7:45 am the morning of the festival & cleared out by 5:00 pm the day of the festival. All vendors must remain on site & participating until at least 5pm, as we have entertainment scheduled until 5:00pm. No early take down is permitted.
5. Vendors are permitted to drive their vehicle into festival exhibit area only to unload items, but must be removed from the festival exhibit area by 7:30 am. These designated streets will close at 7:30 am & remain closed off until take down time, no earlier than 5:00 pm. At this time, we will open the streets back up for your loading process. Set up & take down is your responsibility.
6. You are responsible for providing your own tables, chairs & coverings.
7. You are responsible for keeping your area clean during the festival. Before you leave, be sure to remove all trash & other debris.
8. Neither the Lean-Ox Festival committee, volunteers, nor city workers will be held responsible for any injury, illness or loss that may arise or come to the exhibitor, or his/her goods, while on the festival grounds for the duration of the set-up, festival hours & take-down.
9. Vendor participation in the 2016 Lean-Ox Festival gives the Lean-Ox Festival Committee members permission to take photo of vendor exhibits. These photos are for festival advertising & display use only.
10. Booth rental payment is due at the time of returning the application & this signed guideline.
11. 2016 Lean-Ox Festival Application, Fees & 2016 Guidelines must be returned by November 15th, 2016.

Please sign below that you agree to abide by the Lean-Ox Festival's 2016 Guidelines listed above.

Print Name _____

Signature _____ Date _____



General Vendor Information On The Lean-Ox Festival

Festival Location – Downtown Lenox, Georgia along the railroad tracks on Depot Street & Railroad Street. Some attractions are held over in the baseball field, the Lenox City Hall Parking lot, as well as the Trust Bank Parking lot. I 75 south, Exit 49 is the Lenox Georgia exit. We are located about ½ mile from I 75 in the middle of town, next to railroad tracks. Festival is set up on both sides of the tracks.

Festival Date – The Lean-Ox Festival is held annually and always the 3rd weekend of November.

Festival Hours – 8am – 5pm. Vendors **MUST** be open for business by 8am and are not permitted to take down until 5pm, as we have entertainment scheduled through 5pm.

Vendor Parking – Parking is limited, but the City of Lenox does offer limited parking for vendors behind Lenox City Hall in the grassy area.

Registration Fees – If you are unable to attend the day of the Lean-Ox Festival, no refunds will be given. If you find someone to take your place that would like to set up, they must send in their own vendor application & fees. No sub-leasing is allowed. A \$35 fee will be assessed for any returned check. A \$30 late fee will be charged to all applications received after the given application deadline listed under the Lean-Ox Festival guidelines. Payments must be in the form of check or money order, made out directly to the “Lean-Ox Festival”. Never issue check or money order directly to any committee member.

Booth Set-up – Trailer vendors are allowed to set up the Friday before the festival from 3pm until. We recommend tents setting up any time after 5pm on Friday and on Saturday morning by 8am.

Tent weights – To protect vendors, merchandise & attendants of the Lean-Ox Festival, we strongly recommend having tent weights. November is a windy month, plus the Norfolk Southern train runs through the middle of the festival numerous times a day and winds from the train can be very strong.

Tax – A 7% sales tax is applicable to any item sold and as the vendor, you are solely responsible for this tax.

E-mails – No junk mail will be sent to anyone providing a vendor email address. We only email occasional updates, vendor application and vendor maps. We also correspond one on one with different vendors that request information. Most updates are available on our Facebook page and on our website: www.leanoxfestival.com

Lodging – If needed, Lenox Inn located next to I-75, Lenox exit, Adel, Cook County GA or Tifton, Tift County GA. Lenox is about 15 miles South of Tifton and 10 miles North of Adel.

Weather – The Lean-Ox Festival will not and cannot be rescheduled due to weather conditions. Exhibitors must supply their own protective coverings. There will be **NO REFUNDS** issued for any weather related problems.

Photographs – Various committee members may come around and take pictures of you, your booth or your merchandise. We use the photos as advertising purposes, on our website, and on our Lean-Ox Festival Facebook page to show everyone just how much fun our festival is.

COOK COUNTY HEALTH DEPARTMENT ENVIRONMENTAL DIVISION

REQUIREMENTS OF ARTICLE 14 OF H.B. 1576

1. Food shall be in sound condition, free from spoilage, filth or other contamination and shall be safe for human consumption.
2. Food shall be obtained from sources that comply with all laws relating to food and food labeling.
3. The use of food in hermetically sealed containers that was not prepared in a licensed food processing establishment is prohibited.
4. At all times, including while being stored, prepared, displayed, served, or transported, food shall be protected from potential contamination, including dust, insects, rodents, unclean equipment and utensils, unnecessary handling, flooding, drainage, and overhead leakage or overhead dripping from condensation.
5. The temperature of potentially hazardous food shall be either 45° F or below or 140° F or above at all times.
6. The preparation of the following potentially hazardous foods are prohibited unless the organization has an established hazard control program:
 - a. Pastries filled with cream or synthetic cream
 - b. Custards
 - c. Products similar to the products listed in paragraphs (1) and (2) of this subsection; or
 - d. Salads containing meat, poultry, eggs, or fish.
7. Frozen desserts shall only be produced using commercially pasteurized mixes or ingredients.
8. Suitable utensils must be provided to eliminate hand contact with the cooked product.
9. All utensils and equipment shall be cleaned periodically as necessary to prevent a buildup of food.
10. Ice that is consumed or that contacts food shall be from an approved source and protected from contamination until used.
11. Ice used for cooling stored food shall not be used for human consumption.
12. Food shall be served in an individual-meal type of container and handed to customer.
13. Food items shall not be transported for sale at any other location or sold, held, or reused at another event.
14. A convenient hand washing facility shall be available for employee hand washing. This facility shall consist of, at least, running water and individual paper towels.
15. This Code section shall in no way be construed to allow the sale of food items which have been packaged, bottled or canned in unapproved facilities.

COOK COUNTY HEALTH DEPARTMENT ENVIRONMENTAL DIVISION APPLICATION
FOR TEMPORARY FOOD SERVICE PERMIT

PLEASE PRINT CLEARLY

1. Name of non-profit event (fair, festival): _____
2. Location of this non-profit event: _____
3. Name of food service business: _____
4. Owner: _____
5. Operator: _____
6. Address of Owner: _____

7. Telephone number of Operator: _____
8. Date Operation to begin: _____ Date Operation to end: _____
9. Foods to be served: _____

All condiments and single service items such as knives, forks and spoons must be commercially wrapped.

10. Where are foods obtained? _____
11. What type of over-head protection will be used for cook and serve area (minimum is a tent): _____

12. How will food(s) be transported to the cook/serve area? _____
13. How will food(s) be kept cold (41° F or below) after cooking till served? _____

14. How will food(s) be kept hot (140° F or above) after cooking till served? _____

15. Are thermometers available to insure proper temperature of foods? _____
16. If buffet line is used how will sneeze guard be set up? _____

17. Explain how a hand-washing facility will be set up at this location: _____

18. Explain the procedures used to eliminate bare-hand contact with the cooked product(s) or any ready-to-eat foods: _____

The undersigned hereby applies for a permit to operate a Temporary Non-Profit Food Service Permit pursuant to OCGA 26-2-390 thru 26-2-393.

_____/_____/_____
Print Name Signature Date

Return this page with your application.