



Thursday  
**May 3, 2018 5-10pm**  
**Community Partners**  
**APPLICATION & AGREEMENT**

**Application Deadline: March 13**  
**Notification of Acceptance: April 10**

Over 50,000 festival-goers, families, and food connoisseurs from throughout Georgia come to Alpharetta for a night of sampling delicious appetizers, entrees and desserts. More than 50 restaurants, culinary competitions, 5 radio stations, Kids Activities, Fun Zone and more!

**TYPE OF ORGANIZATION:** (check only one)

- Non-Profit, Civic or Charitable Organization
- Sports Organization
- Entertainment
- Media

**APPLICATION APPROVAL IS DETERMINED BY:**

- Detailed diagram/photograph and booth descriptions.
- Meeting city's application deadline & guidelines.
- Proof of non-profit status by attaching a copy of a 501 (c) (3) IRS document.
- Organizations with an Alpharetta address are given priority.
- Following all application requirements for current year and previous years.
- The planned activities your organization will have for event attendees. **Helpful Hint** – Raffle drawings for use at a later date does not constitute as a planned activity and will not easily receive application approval. Better option - interactive activity that entertains attendees at the event. This is a great way to give back to the community, plus engaging attendees at your booth.
- Space availability at the event. Note: space is very limited and since the theme of the event is food at the Taste of Alpharetta, the restaurant applications, along with their space requests, will take priority.

Today's Date: \_\_\_\_\_

ORGANIZATION NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Please print as email is our primary means of communication.

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

**BOOTH SPACE:**

- All participants are **required** to provide their own 10'x10' white tent.
- The City of Alpharetta **does not** provide tent.
- All tents must be weighted with **40lbs** weights on all four tent legs.
- Fees collected for table and chair rentals are **non-refundable** and **non-transferable**.
- No shows to the event will not be invited to return.

**DO YOU REQUIRE (1) TABLE AND (2) CHAIRS FOR YOUR BOOTH?**

- Yes, please include \$25.00 check or credit card information
- No, our organization will provide own table and chairs

**PLEASE DESCRIBE THE ACTIVITIES/DISPLAYS TO BE FEATURED AT YOUR BOOTH:**

Food/Drink items (other than candy) are not permitted to be sold or given away. (Use back of application, if necessary)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please return 2 page application to:

City of Alpharetta Special Events, 2 Park Plaza, Alpharetta, GA 30009

Event Coordinator: Emily Dillard  
 edillard@alpharetta.ga.us  
 678-297-6049

Event Manager: Kim Dodson  
 kdodson@alpharetta.ga.us  
 678-297-6078



alpharetta.ga.us

**WILL YOU REQUIRE ELECTRICITY?**  NO  YES  
 How many 120-volt electrical outlets will you require?  
 ONE  TWO

Electricity is limited and not guaranteed. Please request an outlet only if necessary. Please bring (2) heavy duty outdoor 100-ft. extension cords for each outlet and a power strip.

**SPECIAL REQUESTS:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The City of Alpharetta will make every effort to accommodate special requests within the space of our festival, however, special requests are not guaranteed.

**PAYMENT DETAILS FOR:** (1) Table (2) Chairs rental \$25 fee due with application.

CHECK# \_\_\_\_\_

CHECK payable to: City of Alpharetta

Circle: VISA MC AMEX

Card#: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

V-Code \_\_\_\_\_ (3 or 4 digits on signature line)

Cardholder Name (PRINT): \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

NOTE: If accepted, all fees are non-refundable and non-transferable

**GENERAL INFORMATION & AGREEMENT**

By reading this information below and signing this Community Partner Agreement, you are agreeing to abide by all rules and regulations set forth by the event organizers in the 2018 *Taste of Alpharetta* and made a part hereof by reference.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Print Name: \_\_\_\_\_

- 1) **PROOF OF ORGANIZATION'S STATUS** must be provided with application in the form of a 501 (C) (3) IRS document, letterhead, business card or mission statement. Acceptance to event is based on: Application received by deadline date, entertainment value added to event, booth presentation, organization has Alpharetta (or neighboring community) mailing address. The City of Alpharetta reserves the right to accept or decline the applicant. Previous event participation does not guarantee 2018 admittance.
- 2) **ONLY ACTIVITIES AND DISPLAYS** indicated on this application can be featured at the event. A representative from the approved organization must be present at the event booth throughout the festival. No booth sharing.
- 3) **THE TASTE OF ALPHARETTA COMMITTEE** will review each Community Partner's Application and notify organization of acceptance to the festival by email.
- 4) **COMMUNITY PARTNERS BOOTH SPACE IS LIMITED.** The committee has control over the applications accepted to the festival and reserves the right to limit booths.
- 5) **ALL DECISIONS OF THE COMMITTEE ARE FINAL.** Please understand that the City of Alpharetta is unable to discuss acceptance or non-acceptance by telephone or email.
- 6) **COMMUNITY PARTNERS** must submit an application each year. The City of Alpharetta is not responsible for notifying or reserving space for organizations from previous festivals.
- 7) **TASTE OF ALPHARETTA** will be held rain or shine.
- 8) **TENT:** All organizations are responsible for providing a quality white 10ft x 10ft tent to fit the space reserved. **IMPORTANT:** For safety reasons, the City of Alpharetta requires four 40-lb. weights on ALL tents legs in the event of unexpected weather or wind.
- 9) A **10' X 10' BOOTH SPACE**, will be provided to each Community Partner unless a larger space is requested and approved in advance. Organizations requesting electricity on their application must bring (2) heavy duty outdoor 100-ft. extension cords for each outlet and a power strip. Electricity and special requests must be submitted in advance on this application and are not guaranteed.
- 10) **SET-UP WILL BEGIN AT 11 A.M. AND END AT 1 P.M.** the day of the event. When unloading vehicle, pull up close to booth to let another car pass. Quickly unload, move vehicle, and return to set-up booth. **All vehicles off festival site by 1:00 pm!**
- 11) **BOOTH ASSIGNMENT** and unloading instructions will be mailed approximately one week prior to the event. Many factors are considered; such as, electrical requirements, type of organization and application deadline. We will try our best to accommodate special requests.
- 12) **PRIOR TO THE EVENT**, you will be mailed a vehicle pass to drive onto the festival site for unloading. Only one per participant. **BOOTH NUMBER WILL BE ON THIS PASS** for display on the vehicle dashboard. If an additional pass is needed, please submit request one-month prior. **VEHICLES WITHOUT THIS PASS WILL NOT BE PERMITTED ONTO EVENT SITE.**
- 13) **CHECK-IN WILL BE AVAILABLE** at the festival where Community Partners can also receive their booth number and be directed to their assigned space.
- 14) **ALL BOOTHS MUST BE READY BY 4:30 P.M.** as festival-goers always arrive early. Community Partners **MUST** keep their booths open from 5 p.m. to 10 p.m. Please do not begin breaking down booths prior to 10 p.m.
- 15) **AT THE FESTIVAL END**, do not bring your vehicle onto the festival site until your booth is completely broken down.
- 16) **ALL TRASH, PAPERS OR BOXES** must be placed in a dumpster. Please reference an event map that evening for location of dumpsters.
- 17) **COMMUNITY PARTNER APPLICATIONS** received after the deadline may or may not be reviewed by the committee for acceptance.
- 18) **ANY ITEMS SOLD** at the *Taste of Alpharetta* must be paid directly to your organization. **YOU MAY NOT ACCEPT TASTE OF ALPHARETTA FOOD TICKETS IN EXCHANGE FOR MERCHANDISE.** Fulton County Sales Tax is 7%. Community Partners are solely responsible for collecting, reporting and paying any applicable taxes to the Georgia Department of Revenue.
- 19) **PLEASE PARK ONLY IN THE ASSIGNED LOT(S)** so closer parking is open for festival-goers.
- 20) **COMMUNITY PARTNERS** must describe/list on application all activities and displays to be featured at the festival. If a Community Partner conducts activities or features displays that were not listed on the application, OR has misrepresented their organization in any way, the festival organizers reserve the right to ask the organization to leave the festival and forfeit the booth fee.
- 21) **THE CITY OF ALPHARETTA** cannot be responsible for the loss or damage of merchandise.
- 22) **LIABILITY WAIVER AND RELEASE:** I, hereby assume all responsibility for, and risks and hazards of, participation in the rental activity planned by myself or my organization. In considerations of the City of Alpharetta providing permission to use the space requested, I, and all members of my rental group, do hereby release the City of Alpharetta, including all officials, officers, employees, sponsors, organizers, supervisors, volunteers, participants, and all other agents, of any and all claims, demands, rights, and causes of action of whatever kind and nature, arising from and by reason of, and all known and unknown, foreseen and unforeseen, bodily and personal injuries, damage to property, and the consequences thereof, resulting from participation in the rental activity planned in the City of Alpharetta.



alpharetta.ga.us