

Hephzibah Agricultural Center

Food Truck Guidelines

Location: The Arena
4245 Peach Orchard Rd.
Hephzibah, GA 30815

Schedule:

- 2nd Friday of every month
- Hours: 5:00 p.m. - until
- Vendor Arrival and Set-Up: 4:00 p.m. to 5:00 p.m.

Guidelines:

- All vendors must provide a copy of a current occupational tax license (business license). If a vendor does not hold a current license one can be obtained at Hephzibah City Hall. Call 706-592-4423 or email cityofhephzibah@bellsouth.net for more information on obtaining an occupational tax license.
- All vendors present Health Department a food service permit for the event to ensure compliance with the Georgia Department of Health Rules and Regulations for Food Service
- A certificate of insurance for combined single limit of \$1,000,000 comprehensive general liability from an acceptable carrier, including products and completed operations, naming as additional insured the City of Hephzibah, its officers, directors, and representatives must be provided to City Hall in order for signed application to be considered complete.
- Merchandise or set-up cannot block aisles, encroach on other vendor spots, or block public walking areas. Any vendor violating this will be asked to relocate their materials.
- Dumping of any sort is prohibited. Food vendors using grease are responsible for disposing in a safe and environmentally sound manner. The dumping of grease, wastewater, or garbage on the premises of the Hephzibah Ag Center is strictly prohibited. Vendors are responsible for maintaining and cleaning their vending location. Vendors may not leave the premises after the event until all trash, debris, and waste is cleaned up and disposed of.
- No glass bottled drinks may be sold by any vendor.
- The City of Hephzibah has the authority to uphold and enforce all rules and guidelines listed above and may terminate your contract at any time.
- No vehicles (other than food trucks) are allowed in the event area, parked or in motion, during event hours. **After unloading, quickly move vehicles(s) to designated parking areas before setting up.**
- Vendors are required to be compliant with sales tax collection rules as a retailer.
- Except in the rare occurrence that the event is canceled, no refunds will be offered.
- The City of Hephzibah is not responsible for stolen, lost, or damaged items.
- Smoking and vaping is permitted in the **parking lot only**.
- The City of Hephzibah reserves the right to limit the number of vendors and/or products to avoid duplication.

Hephzibah Agricultural Center Food Truck Friday Application

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Business Name: _____

Business Address: _____

Phone: _____ Email Address: _____

Owner Name & Address: _____

Emergency Contact Name / Number: _____

Tax Status of Organization: _____

Tax ID Number: _____

Description of food items to be sold: _____

Food Truck Friday Fees

Security Deposit

\$100 refundable security deposit is required.

Food Truck--**\$200** per event

Specialty Food Item (desserts, drinks)--**\$100** per event

Fees must be paid by cash, check, or money order by the Monday prior to the desired market weekend. We will not deal with payment arrangements the day of the event.

All NSF checks will be charged a \$35 NSF fee per check.

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Liabilities

I have read and agree to the guidelines for the Hephzibah Agricultural Center Farmers Market and do hereby request the use of the facilities as outlined. I hereby agree to indemnify and hold harmless the City of Hephzibah from and against all liabilities for any injury to person or property which may be suffered by me or my party arising out of or in any way connected with participation in the events noted above. I hereby agree to indemnify and hold harmless the City of Hephzibah from and against all liabilities for any canceled events, including refunds of vendor fees and/or any other monetary obligations or losses resulting from such a cancellation, whether such cancellation is due to the decision of the Lessee or by acts of God. By signing below, I declare I have read, understand, and agree to abide by the existing said guidelines. I understand that I may request to have a copy of the guidelines for my possession. I hereby release the City of Hephzibah from any claim, demand, lawsuit, action, or cause of action which may occur. This would include any illness, injury, or accident incurred or suffered by any livestock or individuals while participating or spectating at the Hephzibah Agricultural Center facility.

Signature: _____ Date: _____

Hephzibah City Clerk: Amanda Brookins

Clerk Signature: _____ Date: _____

