

# 2019 Co-op At St. Thomas Vendor Application (CAST)

[cast@stthomasioh.org](mailto:cast@stthomasioh.org)



## SECTION 1

CAST vendors must register their own business; booth sharing is not allowed.

Business Name:		Vendor Name:	
Address:		Phone:	
E-mail:		Website:	
Twitter:		Facebook:	

## SECTION 2

Please list/describe in detail products you plan to bring to CAST, itemizing all items you wish to vend – produce, meats, seafood, cheeses, poultry, baked goods, herbs, flowers, etc. Artisans, please describe in detail the quality of the original art you plan to bring to the family orientated market. Be specific about all the items that you offer and the medium in which you work: Items not listed on application at time of the season open **MUST** be approved and application amended by Vendor Coordinator **BEFORE** being displayed or vended. Please use back of form if you need more space. CAST strives to be a producer-to-consumer market.

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### SECTION 3

**First-come-first-serve basis:** 10ft x 10ft spaces are available. CAST will run rain or shine. Vendors will be notified by email or phone 12 hours in advance of cancellation due to life-threatening weather conditions or other natural disasters.

**Circle the dates of the FRIDAYS (4:00 – 8:00 PM) you would like to attend:**

September 6

October 4

November 1

December 6

### Fee Schedule:

There will be no fee to vendors. We will have a featured charity each month, and vendors are encouraged to make a donation to the charity, but this is not a requirement.

### Confirmation:

I hereby agree to be at the Co-op at St. Thomas (CAST) on the grounds of St. Thomas Episcopal Church, 2 St. Thomas Ave., Savannah, GA 31406, every Friday on the dates I've circled above. I will arrive by 3:15 PM so that I have ample time for setup prior to the beginning of the event, and I will remain until the event ends at 8:00 PM.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SECTION 4

I have read, and agree to abide by the 2019 CAST Rules and Regulations. I accept that the Vendor Coordinator and Vendor Selection Committee will resolve all disputes. I acknowledge that I have not been promised exclusivity for my products. I hereby agree to indemnify and hold harmless CAST, St. Thomas Episcopal Church, its volunteers, and officers for and against any and all damages, losses, suits, liability and/or causes of action resulting from property damage, and/or from personal injury, including death, of myself and my related representatives arising out of or in any way connected with our participation in CAST, except to the extent that such damage or injury is caused by gross negligence or willful misconduct of CAST, its volunteers, and/or officers except as set out herein. I further permit CAST to use photographs of me for event publicity.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION 5

Thank you for your interest in participating in CAST! The Vendor Selection Committee will review your application. Vendor applications will be reviewed on a first come first serve basis. If multiple vendors apply to the market with same/similar products, the Vendor Committee reserves the right to select the vendor participation based on vendor location and vendor commitment to the market.

## SECTION 6

VENDORS must submit the following at least 1 week prior to participating event date:

1. Completed and signed application
2. Signed, dated, and initialed vendor rules and regulations (found below)
3. Copies of all applicable GA permits, licenses & certificates
4. Proof of liability insurance
5. Georgia Sales Tax ID#

*(Vendors are responsible for collection of own sales tax: [www.georgiasalestax.com](http://www.georgiasalestax.com))*

## **SUBMIT ALL MATERIALS TO:**

**Co-op At St Thomas – St Thomas Episcopal Church  
2 St Thomas Ave, Savannah, GA 31406**

**or**

**email: [cast@stthomasioh.org](mailto:cast@stthomasioh.org)**

## **VENDOR RULES AND REGULATIONS**

Please initial next to all 14 items

### **CO-OP VENDOR RULES**

#### **\_\_\_\_\_ 1. WEATHER**

CAST will run rain or shine. CAST holds the right to close for temp/wind chill of 40 or below; temp/heat index 100 or above. Vendors will be notified by email or telephone 12 hrs in advance of cancellation due to life-threatening weather conditions or other natural disasters. There are no refunds.

#### **\_\_\_\_\_ 2. SET UP – BREAK DOWN**

Vendor set up can begin 90 minutes before the co-op opens to the public. CAST opens to the public at 4:00 pm. Each vendor is required to have his or her booth set up complete by 3:45 pm. **Each vendor supplies their own tent/canopy, tent weights, tables and any other items necessary for selling. Breakdown**

**will begin at closing time, promptly at 8:00pm, no early breakdowns.** Vendors will vacate the market site within one hour past closing time. **ALL TENTS MUST HAVE ADEQUATE WEIGHTS!! Wind is often an issue and unweighted tents are a potential danger. Vendors without weights will not be allow to setup and vend.**

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### 3. UNLOADING VEHICLES

Caution and extreme care must be taken when operating any vehicle at the vendor space. No vehicle with a leaking gas tank is permitted on the site. Vendors are permitted to drive into the vendor area for brief unloading period, **but all vehicles must be out of vendor area by 3:45 pm, EXCEPT FOR FOOD TRUCKS, WHICH MUST BE IN PLACE BY 3:45 PM. Failure to follow this timeline will jeopardize future access to the vendor area.**

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### 4. VEHICLE PARKING

Parking is available in the specified vendor lot. No parking in vendor area, this area allows vehicles only during setup and breakdown. Only exceptions to this are for food trucks, which must be parked in the designated area by 3:45 pm.

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### 5. STALL DISPLAYS

Each vendor supplies their own table/tent and any other items necessary for selling. A sign that identifies the business is required. All tables, tents and signage must be structurally secure. We do not have tents to loan or rent to vendors.

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### 6. STALL ETIQUETTE

Keep your business within the pre-designated space. No overflow of goods, tables, setups, chairs, etc. will be allowed to the front of booths, as this is a pedestrian traffic area.

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### 7. HOURS OF OPERATION

Customers take opening and closing hours seriously. Please be on time and plan to **stay open until the 8:00 pm breakdown time.**

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### 8. PRODUCTS

Business name, vendor name and product ingredients must be clearly displayed to customers. Prices must be clearly displayed either by categories or individually so they are clearly visible to customers.

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### 9. ALL COMPLAINTS

All complaints should be directed to the Vendor Coordinator on duty.

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### 10. CUSTOMER COMPLAINTS

Complaints regarding product quality, vendor conduct, or unfair vendor practices

will be addressed by the Vendor Coordinator on duty. The complainant's name, phone number and description of the issue will be taken by the Vendor Coordinator. The vendor will be notified and the complaint will be addressed. Any complaints involving health and food safety will be referred to the State of Georgia Food Safety Division.

\_\_\_\_\_ 11. SMOKING

All smoking is prohibited from the co-op space while it is in operation.

**VENDOR RULES & RESPONSIBILITIES**

\_\_\_\_\_ 1. LEGAL

All vendors\* are required to comply with any applicable state and federal regulations administered by the Georgia State Department of Health, Georgia Department of Agriculture and Markets, Georgia Department of Taxation, and United States Department of Agriculture. All vendors are required to charge sales tax, collect, report and pay. All licenses and sales tax certificates required for the sale of any items in the state of Georgia are the responsibility of each individual selling such items. Vendors are required to have at their stall; any required licenses, seals, and permits.

Vendors\* - Artisan vendors require only a business permit. Food vendors will require licensing from Ga. Dept. of Agriculture and more in addition to a business permit. CAST is not responsible for vendors' tax issues in any way. Vendors are solely responsible for all permitting and licensing and tax issues for their businesses.

\_\_\_\_\_ 2. RESPONSIBILITIES

All vendors are required to behave responsibly and in accordance with market operations.

\_\_\_\_\_ 3. BEHAVIOR

CAST is a public retail space. Any inappropriate or illegal behavior is prohibited, and may result in suspension and/or dismissal from CAST. Removing property from the CAST site and grounds that is not the vendor's own is prohibited and subject to immediate dismissal. Any illegal behavior or actions will be reported to the proper authorities.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_