



**2018**  
**City of Suwanee**  
**Event Vendor Applications**

**Hosting an event or 5K in the park**

**Deadline is/was November 30.**

**We do not accept applications mid-year, as the calendar is set for the full calendar year.**

**Farmers Market**

**Deadline March 19**

**\$150 fee. Application is on [suwanee.com](http://suwanee.com)**

**Food Truck Fridays**

**Deadline March 19**

**\$100 fee. Application is on [suwanee.com](http://suwanee.com)**

**Suwanee Fest Vendors**

**Deadline March 31**

**\$25 fee to apply plus vendor fee varies.**

**Application is on [suwaneefest.com](http://suwaneefest.com)**

***Contact Amy Doherty or Kim Towne with questions.***



## Food Truck Fridays in Suwanee!

Free music and fun for everyone! Events will be the first Fridays of May, June, August, and September from 5:30 to 9:30 pm.

### Rules for trucks:

- Application deadline is March 19, 2018.
- Submit a \$100 check (payable to City of Suwanee). This is the fee for one date – if you are selected for more than one, we will request the additional fee(s). Applications received without the \$100 fee will not be considered. If you are NOT selected for any dates, we will return your check. *Vendor fees support Suwanee's public art initiative.*
- Once the date(s) is confirmed, the fee is NON-REFUNDABLE.
- In order to provide a variety of exciting cuisine for our patrons, truck participation may be limited to 1 or 2 of the four available dates.
- No-show trucks will be dropped from the rest of the schedule with no refund.
- Trucks should arrive by 4 pm and be ready to sell by 5:30 pm (but not before!). Trucks may NOT sell after 9:30 pm.
- TRAILERS: Arrive at 4pm and be prepared to park your tow vehicle once your trailer is in dropped in place. Due to space constraints, the City reserves the right to limit trailer vendors.
- Availability of space and number of trucks will be determined by the City of Suwanee. The City of Suwanee may remove a vendor for any reason.
- Only accepted vendors who have paid their fee will be permitted.
- Grease will only be allowed in self-contained cooking units and cannot be disposed of in the park.
- You cannot serve alcohol, nor anything in glass bottles.
- All events are outside and are rain or shine.
- Events in 2017 generally enjoyed an average attendance of 3,000+.

Questions? Contact Kim Towne at [ktowne@suwanee.com](mailto:ktowne@suwanee.com) or 770.945.8996.



# 2018

## City of Suwanee Food Truck Fridays Vendor Application. Deadline March 19.

Organization/Business \_\_\_\_\_

Primary Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Cell phone \_\_\_\_\_

E-mail address \_\_\_\_\_ *note: we communicate via e-mail.*

Website \_\_\_\_\_

Have you participated in Suwanee events previously? \_\_\_\_\_ If yes, which ones? \_\_\_\_\_

Other area shows you have participated in: \_\_\_\_\_

Truck or Trailer? \_\_\_\_\_

*Due to space constraints, we reserve the right to limit the number of food service trailers; all tow vehicles must be prepared to drop their trailers.*

Your completed application must include all of the following:

- Sample menu with pricing
- Current health inspection report
- Photo of your truck, which we may use for publicity
- Submit \$100 check, payable to City of Suwanee. This is the fee for one date – if you are selected for more than one, we will request an additional fee. If you are NOT selected for any dates, we will return your check. We cannot accept online payments at this time.

**Electricity needed?** \_\_\_\_ yes \_\_\_\_ no **# of outlets?** \_\_\_\_\_ OR Running on a generator? \_\_\_\_\_  
Suwanee can provide one 120V outlet per vendor.

Which dates are you available? May 4 \_\_\_\_\_ June 1 \_\_\_\_\_ August 3 \_\_\_\_\_ Sept 7 \_\_\_\_\_

\_\_\_\_\_ Yes, please consider us for smaller events as well (Apr 14, May 25, June 21)

**A vendor fee of \$100 per application is required (checks are deposited only for accepted vendors). There are a limited number of spaces for each event. Vendors may arrive as early as 4pm. Food service is from 5:30-9:30pm. Grease is only allowed in self-contained units and cannot be disposed of in the park.**

The City of Suwanee, a Georgia Municipal Corporation, and its agents, employees, and representatives thereof assume no liability or responsibility for injury or loss that may result to any exhibitor or his/her personal or corporate affects including goods for sale that may occur on the premises or may arise under Food Truck Friday activities. Applicant further agrees, consents, and acknowledges to hold the City of Suwanee, its agents, employees, and representatives harmless for any such injury or loss.

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

*I acknowledge that any vendor fees paid will support Suwanee's public art initiative.*

Mail application packet to: Kim Towne, City of Suwanee City Hall, 330 Town Center Avenue, Suwanee, GA, 30024 by March 19, 2018. At this time, we are unable to accept online submissions or payments.