



TEL: (912) 965 - 1999

WEB: [www.VisitPortWentworth.com](http://www.VisitPortWentworth.com)

EMAIL: [Info@VisitPortWentworth.com](mailto:Info@VisitPortWentworth.com)

Dear Prospective Vendor,

Thank you for your interest in participating in the **11<sup>th</sup> Annual Oyster Roast, BBQ & Music Festival** produced by the Port Wentworth Chamber of Commerce. We are busy preparing for our biggest and best event to date and are excited to have you as a vendor. Please be aware that the event will take place *rain or shine*, and no refunds will be given after October 21<sup>st</sup>, 2022.

This is the 11<sup>th</sup> year that the Port Wentworth Chamber has hosted this family friendly community event and it is the largest event that our organization holds each year. The continued success and growth of the Oyster Roast is only possible because of community partners, such as you, that continue to participate every November. This event allows us to give back to our community, military and local non-profits such as the Boy Scouts of America.

Once again, there will be delicious food options, live entertainment, a beer and wine tent, arts and crafts vendors, and more! Our generous sponsors allow our organization to provide **FREE ADMISSION, FREE ENTERTAINMENT & FREE KIDS ACTIVITIES**. This always draws a large crowd!

Our entertainment committee has booked **Empire 6**, an 11-piece party band that plays all genres of music for this year's event. Live entertainment is scheduled on the main stage from 5pm-9, and we will conclude at 9:00pm with an extended FIREWORKS display!

Thank you again for participating. Your partnership is key to growing attendance and creating a patriotic and family friendly event! We look forward to having you at our 11<sup>th</sup> Annual Oyster Roast, BBQ & Music Festival scheduled for **Saturday, November 12<sup>th</sup>, 1:00pm – 9:00pm!**

Sincerely,

The Port Wentworth Chamber of Commerce  
Staff & Board of Directors

*Oyster Roast*



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\*\*\*Although we do not require vendors to maintain liability insurance for their booths, participants are strongly encouraged to do so.

\*\*\***PLEASE NOTE:** Vendors are **NOT** covered by any insurance obtained by the Port Wentworth Chamber of Commerce.

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### **ARTS & CRAFTS VENDORS | BUSINESS VENDORS**

**COST:** Arts and Crafts Booths & Business Booths are \$50 and non-electric.

**BOOTH SPACE:** Booth spaces are 10'X10'. The vendor spaces will be marked in advance and vendors must stay within their assigned spaces.

All Arts & Crafts Vendors must provide their own free-standing 10X10 covered tents and any tables or chairs they may need.

### **NON-PROFIT BOOTH SPACE**

**COST:** Non-profit spaces are \$30 and are non-electric.

**BOOTH SPACE:** Booth spaces are 10'X10'. The booth spaces will be marked in advance and vendors must stay within their assigned spaces.

All non-profit's must provide their own free-standing 10X10 covered tents and any tables or chairs they may need.



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### **FOOD VENDORS**

**COST:** Food Vendor spaces are \$100.00 per each 10x10 space. Food Trucks will receive a larger space.

**BOOTH SPACE:** Booth spaces are 10'X10'. The vendor spaces will be marked in advance and vendors must stay within their assigned spaces.

All Food Vendors must provide their own free-standing 10X10 covered tents and any tables or chairs they may need.

If bringing a trailer, please provide the **dimensions of your booth or trailer including the tongue** so that we may create the site plan to fit all vendors.

If you need electricity, you must bring your own generator(s).

**FIRE EXTINGUISHERS:** All food vendors are required to have on display a Class K Fire Extinguisher to be used in case of emergency. All tent covers must be fire retardant per the City of Port Wentworth Fire Marshall.

**The entire venue is on grass. Food vendors will need to lay down protective material as flooring unless in trailer or food truck.**



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## Vendor Load in/Load out information

Oyster Roast, BBQ & Music Festival – November 12, 2022: 7224 GA Hwy 21, Port Wentworth, GA 31407

1. Festival set up times are Saturday morning, 8:00am to 12:00pm. Festival begins at **1:00pm** Saturday.
2. We ask that vehicles be **moved and parked as soon as they are unloaded**. Vendor parking is in the public parking areas. **No parking along curb. Do not park in the city hall parking lot. Only the vendor vehicle/truck/trailer will be allowed.**
3. Vendors will enter from Hwy. 21 via Old Richmond Road. We will have staff on-site to direct you to your booth location.
4. Festival times are Saturday, 1:00pm – 9:00pm.
5. There will be uniformed security at the event.
6. **Vendors are responsible for leaving their space clean on load out.**
7. On Saturday afternoon, vendors may load out starting at 9:00pm, however – no vehicles will be allowed in the festival area until after closing at 9:30pm. They may dolly or carry their materials out of the area until then.
8. We ask that ALL vendors open promptly at 1:00pm on Saturday.



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## VENDOR APPLICATION

CONTACT PERSON: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Website: \_\_\_\_\_

Describe your art/craft/booth usage \_\_\_\_\_

**FOOD VENDORS** Dimensions of Booth: \_\_\_\_\_ Amperage/Voltage: \_\_\_\_\_

VENDOR TYPE (Please Check Box)	AMOUNT DUE
<input type="checkbox"/> FOOD VENDOR	\$100.00
<input type="checkbox"/> ARTS & CRAFTS VENDOR	\$50.00
<input type="checkbox"/> NON-PROFIT VENDOR	\$30.00
<b>TOTAL AMOUNT DUE:</b>	

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*Please make checks payable to Port Wentworth Chamber of Commerce, Inc.*

Mailing Address: 7532 GA Hwy 21, Port Wentworth, GA 31407





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## HOLD HARMLESS AGREEMENT

I, \_\_\_\_\_, the undersigned -- binding my heirs, executors, administrators, estate, and assigns -- do hereby agree to completely and fully indemnify, defend, and hold harmless the Port Wentworth Chamber of Commerce; and/or the City of Port Wentworth; their respective partners and affiliated companies; and each of the foregoing parties' respective directors, officers, employees, independent contractors, and agents (collectively, the "Indemnitees", or individually, an "Indemnitee") from and against any and all claims, causes of action, and/or liabilities of every kind (collectively, "Liabilities") for injury to, or death of, any person or persons or for damage to, or loss of, personal property arising out of or attributed, directly or indirectly from my participation in the Oyster Roast, BBQ & Music Festival, or around the Festival site for the Oyster Roast, BBQ & Music Festival, even if the Liabilities are caused in whole or in part by the negligence of any Indemnitee. I assume all risks involved with my activities on said Festival Site in connection with the Oyster Roast, BBQ & Music Festival, including the risk of damage to, or theft of, any of my personal property, and I waive and relinquish, covenant not to sue, and fully release and forever discharge the Indemnitees from any and all Liabilities whatsoever, at common law or otherwise, that may arise as a result of or in connection with any of my activities on said Festival Site in connection with the Oyster Roast, BBQ & Music Festival, even if such Liabilities are caused in whole or in part by the negligence of any Indemnitee.

If this vendor is other than an individual, vendor certifies, warrants, and represents that the individual whose signature appears below is duly authorized to execute this Agreement on behalf of the firm, corporation, partnership or other entity who is the vendor.

## MEDIA RELEASE

The undersigned hereby authorizes the use, copyright and publication of the undersigned's image or voice if captured during the event by camera or recording. It is further acknowledged that the same may be used for any purpose such as illustration, promotion or advertising.

The undersigned has read and does fully understand the above, and by signature below, does intend to be bound by the terms and conditions detailed herein.

VENDOR BOOTH: \_\_\_\_\_

PARTICIPANT'S NAME: \_\_\_\_\_

PARTICIPANT'S SIGNATURE: \_\_\_\_\_

RECEIVED BY CHAMBER REP: \_\_\_\_\_

**Please return the signed vendor and hold harmless agreements with payment by October 21<sup>st</sup>, 2022 to:**

Port Wentworth Chamber of Commerce  
Attn: Oyster Roast  
7532 GA Hwy 21  
Port Wentworth, GA 31407  
FAX: (912) 966-1157

***Vendors will not be accepted if agreements are not signed and returned by due date.***

