

Dear **FOOD Vendors**-

We are very excited about this year's 2017 BridgeFest festival and look forward to having you!

PLEASE READ EMAIL IN ITS ENTIRETY! IMPORTANT FESTIVAL INFORMATION!

If you haven't already, please visit the website www.cityofstockbridge and look under the "Events" tab. We also have been busy posting to Facebook and Twitter and would love you to help us promote the festival by LIKING the pages and SHARING the posts.

- Listen to 94.9 The Bull and Power 96.1 to hear upcoming commercials
- Look for the ads in Henry County Times, Henry Neighbor Newspaper, TheShopper.Net Magazine, and other local print.
- **Location**- Grassy area across from City Hall....in downtown Stockbridge...at the bridge. East Atlanta Road will be closed to traffic. To access the food vendor area, you will need to turn off of North Henry Blvd (coming 42 south), then turn left into City Hall parking lot; go through parking lot until you see stop sign. There will be a staff person at the stop sign that will give you your parking pass ****only 1 parking pass will be given**** and direct you where to park.
- **Parking**- We ask that you are patient with parking once you enter the parking area, as you will be allowed to move your vehicle to unload as close to your booth as possible; however, it will be necessary for you to check in with staff at vendor check-in to get assigned booth number and VIP pass.
- **Loading in and Loading out**- We will allow you to drive as close to your booth as possible. Once you have unloaded or loaded, you MUST immediately move your vehicle to the designated area. We will have utility carts to assist with load in; HOWEVER, as detailed in the vendor rules, YOU MUST be prepared with carts, dollies, etc. to move your items to and from your booth.
 - Load in times Saturday, September 30th from 10:00am-1:00pm.
 - Food inspector will be arriving approximately 11am Saturday, Sept. 30th. You will NOT be able to start selling food until you have been inspected and permitted by the inspector!
 - Load out times: After 10:00pm.
- **VIP restrooms**- There will be port-a-potties and portable sinks outside in the festival area.
- **Vendor rules**- please make sure you abide by ALL vendor rules and regulations as detailed in your application process.
- **Weather**- We pray for FABULOUS weather; however, we will be monitoring it closely in the event of inclement weather. The festival is rain or shine; however, we understand that if it is too bad, the weather will prohibit booth setups and visitors coming to the festival. IF the weather is bad and setup is not possible, emails will be sent to vendors. This call is being made by our City Manager; therefore, word will be sent as soon as received. We will also post on the website, facebook and twitter.
- **Security**- We will have Henry County Police Department providing security throughout the festival, including overnight security after Friday night setup.
- **No more than (2) TWO vendors selling identical or like items are allowed per event.**

If you have any questions, please let me know!