



Town of Fairview

FAIRVIEW PARK EVENT COMMITTEE

Agenda

June 4, 2019 @ 6:30 p.m.

(Meeting will be in the Fairview Town Hall Meeting Room)

1. Call to order ---*Chairman Thomas*
2. Public Comments:
3. Business:
 - Finalize plans for June Music in the Park
 - Fairview Fall Festival Sub-Committee Reports
 - Review Food and Craft Vendor Application Forms
 - Change regarding July Meeting
4. Approval of Previous Minutes:
 - a. May 2, 2019 --- Regular meeting
5. Adjourn

Fall Festival Sub-Committees 2019

Advertising:

Children's Entertainment: Theresa Donaldson, Gayle Brock

Craft Vendors: Lisa Thomas

Custodian: Fairview Park Facility Committee

Decorating: Tracy Biggers, Leah Jordan, Gayle Brock, Lisa Thomas

Food Vendors: Todd Donaldson

Music: Lisa Thomas

Parking: Mike Medlin

Transportation: Scott Cuthbertson

Volunteer Coordinator: EVERYONE ON THE COMMITTEE



Fairview Fall Festival

Saturday, October 5, 2019 from 10 AM to 5 PM
Fairview Park – 7350 Concord Hwy (Hwy. 601)



FOOD VENDOR APPLICATION & AGREEMENT

Deadline: Thursday, September 5, 2019 by 5 PM

**** PLEASE PRINT ****

Today's Date: _____

Contact Name: _____

Business Name: _____

Mailing Address: _____

City/State/Zip: _____

Telephone: _____ Cell: _____

Email Address: _____

Website: _____

Describe items sold at booth: _____

- 1) Fairview Fall Festival will be held Rain or Shine.
- 2) Booth deposit fees will be \$50 (make checks payable to Town of Fairview). Participating vendors that stay until the 5:00 PM closing time of the Festival will be refunded their booth deposit fee.
- 3) **All Food Vendors must go to the Union County website to determine if a Temporary Food Application is required** http://www.unioncountync.gov/download_file/view/2833/802
- 4) All Vendors are responsible for providing a quality tent no larger than 10x10 feet. For safety we require four (4) 10 pound weights on all tent legs. Food trucks must be approved by Town.
- 5) Tents, tables, chairs, generators and signs are the vendor's responsibility.
- 6) Set up starts at 7:00 AM and ends at 9:15 AM. (**NO** vehicles allowed in park circle drive after 9:15 AM).

- 7) Unloading: There will be a drop off lane within the park circle drive. Unload as quickly as possible, move vehicle to assigned parking area, then return to set up booth. Please **DO NOT SET UP BOOTH UNTIL YOUR VEHICLE HAS BEEN MOVED.** (15 minute limit to unload).
- 8) All trash, paper, and boxes must be placed in trash receptacles located throughout the park.
- 9) Festival management has the right to use any photographs taken at the event to promote the Fairview Fall Festival.
- 10) Vendors must provide proof of General Liability Insurance Coverage. Please submit proof of insurance along with the application. If you do not have insurance you must complete the Hold Harmless Agreement included with this application. ***There will be NO exceptions to this rule.***
- 11) Incomplete applications will NOT be considered.
- 12) The Town reserves the right in its sole discretion to reject any application or to terminate vendor's participation.
- 13) I have read and understand the above information and agree to assume all risks.

Signature: _____ Date: _____

Return form and check to:
Town of Fairview
7516 Concord Hwy.
Monroe, NC 28110

If you have questions, please call:

Todd Donaldson, Food Vendor Coordinator
704-650-5684

Or

Teresa Gregorius, Town Clerk
704-753-1981 (Tuesdays or Thursdays 9:00 AM – 3:00 PM)



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If you have questions, please call:

Lisa Thomas, Craft Vendor Coordinator
#

Or

Teresa Gregorius, Town Clerk
704-753-1981 (Tuesdays or Thursdays 9:00 AM – 3:00 PM)



HOLD HARMLESS STATEMENT

We/I, _____ (the “Indemnifying Party”), agrees to protect, defend, indemnify and hold harmless the Town of Fairview (the “Town”), its officers, employees, representatives and agents from and against any and all claims, losses, penalties, damages, settlements, costs, charges, professional fees (including attorney fees) or other expenses or liabilities of every kind to the extent such claims, losses, damages or expenses are caused by any negligent act, error or omission, or willful or wanton act, of the Indemnifying Party, its officers, employees, representatives or agents. The Indemnifying Party further agrees to investigate, handle, respond to, and provide a defense for any and all claims (with counsel approved by the Town) at its sole expense, including all costs and expenses related thereto. The Town may, at its sole and absolute discretion, chose to defend any claim and the Indemnifying Park agrees to indemnify and reimburse the Town for all costs and expenses, including attorney fees, incurred by the Town in defending the claim.

Name (print): _____

Address/Phone: _____

(Indemnifying Party/Owner)

Date

(Town of Fairview Representative)

Date



**Town of Fairview
Fairview Park Event Committee Meeting
May 2, 2019**

The following Fairview Park Event Committee members were present: Lisa Thomas, Gayle Brock, Scott Cuthbertson, Leah Jordan and Mike Medlin

Others present: Teresa Gregorius, Town Clerk

Public Comments

None

Items of Business

A. Recap Easter Egg Hunt

Chairman Thomas reported that the Easter Egg Hunt was a big success. It was estimated approximately 500 people attended. Simpson Eggs did a wonderful job and said they would like to participate next year.

B. Discuss June Music in the Park

Chairman Thomas reported that music for June 13th will be by Southern Express. Gerald Clontz Trucking will be sponsoring the music group. The music for June 27th will be by Next of Kin. Hudson Brothers will be sponsoring the music group. Zion United Methodist Youth will have hamburgers/hotdogs/chips/drinks for sale. The American Legion/Gary Wilfong will have ice cream for sale.

Mike Medlin will follow up with Gary Wilfong regarding the legion parking cars for both events.

C. Discuss Fairview Fall Festival

Chairman Thomas asked the committee members which festival sub-committee they would like to work on;

- Advertising:

- Children’s Entertainment: Theresa Donaldson, Gayle Brock
- Craft Vendors: Lisa Thomas
- Custodian: Fairview Park Facility Committee
- Decorating: Tracy Biggers, Leah Jordan, Gayle Brock, Lisa Thomas
- Food Vendors: Todd Donaldson
- Music: Lisa Thomas
- Parking: Mike Medlin
- Transportation: Scott Cuthbertson
- Volunteer Coordinator: Each member will recruit at least 5 volunteers
Will set up Sign-up Genius for volunteers to use closer to festival time

All committee members will work on the business donor list from 2018 and contact businesses to solicit donations for the festival.

The committee decided to charge craft vendors \$50.00 again this year and refund the fee if they stay for the entire day of the festival.

D. Minutes

Gayle Brock made a motion to approve the April 4, 2019 minutes. Scott Cuthbertson seconded the motion. Committee members Thomas, Brock, Cuthbertson, Jordan, and Medlin voted yes (5-0).

Chairman Thomas adjourned the meeting.

Respectfully submitted,

Teresa Gregorius
Town Clerk

Lisa Thomas
Chairman

Approved this _____ day of _____, 2019