



Town of Fairview

FAIRVIEW PARK EVENT COMMITTEE

Agenda

August 1, 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:
 - Fairview Fall Festival Sub-Committee Reports
 - Review Food and Craft Vendor Application Forms
 - Discuss Hosting Music in the Park Evening in the Fall
4. Approval of Previous Minutes:
 - a. June 4, 2019 --- Regular meeting
5. Adjourn

Fall Festival Sub-Committees 2019

Advertising: Elizabeth Medlin

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)



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 \$100 (make checks payable to Town of Fairview). Participating vendors that stay until the 5:00 PM closing time of the Festival will be refunded \$50 of the booth deposit fee.
- 3) 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.
- 4) Tents, tables, chairs, generators and signs are the vendor's responsibility.
- 5) Set up starts at 7:00 AM and ends at 9:15 AM. (NO vehicles allowed in park circle drive after 9:15 AM). Tear down **CANNOT** begin until 5:00 PM.

- 6) 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).
- 7) All trash, paper, and boxes must be placed in trash receptacles located throughout the park.
- 8) Festival management has the right to use any photographs taken at the event to promote the Fairview Fall Festival.
- 9) 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.***
- 10) Incomplete applications will NOT be considered.
- 11) The Town reserves the right in its sole discretion to reject any application or to terminate vendor's participation.
- 12) 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:

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
June 4, 2019**

The following Fairview Park Event Committee members were present: Lisa Thomas, Tracy Biggers, Gayle Brock, Theresa Donaldson, Todd Donaldson, Leah Jordan, Mike Medlin and Spencer Thomas

Others present: Teresa Gregorius, Town Clerk

Public Comments

None

Items of Business

A. Finalize Plans for June Music in the Park

Chairman Thomas will contact Scott Cuthbertson about moving the stage. Mike Medlin will verify with Gary Wilfong that the American Legion will be parking cars at both music events.

The Committee discussed having t-shirts printed for the members to wear during all of the park events. Todd Donaldson will check into the cost of t-shirts and screen printing and report back to the Committee.

B. Fairview Fall Festival Sub-Committee Reports

Advertising: Elizabeth Medlin volunteered to handle the advertising

Children's Entertainment: Gayle Brock/Theresa Donaldson
Games/Crafts being considered this year are: bounce house, face painting, tic-tac-toe, fall photo booth, scavenger hunt, dress the scarecrow, journey walking sticks, pumpkin decorating, apple picking, lollipop pumpkin, pumpkin bowling, hayride, barrel ride, duck race, pedal tractor pull.

As talked about previously, we may want to solicit companies to sponsor these activities and have an advertisement sign at the booth sponsored. Hometown Heroes is interested in doing the pumpkin decorating. We may want to consider letting one or two non-profit groups sponsor a booth and proceeds they collect from the activity would go to their organization.

Craft Vendors: Lisa Thomas

Currently there has only been one vendor from last year that is planning on coming. The Committee discussed and decided to limit craft vendors to no more than 20.

Custodian: Fairview Park Facility Committee
No Report

Decorating: Tracy Biggers, Leah Jordan, Gayle Brock, Lisa Thomas
No Report

Food Vendors: Todd Donaldson
The Committee decided to limit the food vendors to 5.

Music: Lisa Thomas
Chairman Thomas reported that so far the following groups have agreed to participate: Oak Creek, Southern Express, Village Green and Charlotte Dance Alliance.

Parking: Mike Medlin
Mr. Medlin stated that it would take approximately 30-40 people to handle the parking if doing it in shifts. The Committee discussed and decided to see if a non-profit group would like to handle the parking for a donation for their group.

Transportation: Scott Cuthbertson
No Report

Volunteer Coordinator: EVERYONE ON THE COMMITTEE

C. Review Food and Craft Vendor Application Forms

The Committee discussed the vendor application and agreement and decided to charge \$100 booth deposit fee and if the vendor stays till the festival is over at 5:00 they will receive \$50 back.

D. Change July Meeting Date

Chairman Thomas noted that the July meeting is scheduled for July 4th. Since that is a holiday, the Committee will meet briefly on June 27th beginning at 6:30, before the Music in the Park begins at 7:00.

E. Minutes

Mike Medlin made a motion to approve the May 2, 2019 minutes. Todd Donaldson seconded the motion. Committee members Thomas, Biggers, Brock, Theresa Donaldson, Todd Donaldson, Jordan, Medlin and S. Thomas voted yes (8-0).

Chairman Thomas adjourned the meeting.

Respectfully submitted,

Teresa Gregorius
Town Clerk

Lisa Thomas
Chairman

Approved this _____ day of _____, 2019