



Special Event Vendor Application

Vendor permit applications are considered for city approved special events in which allowance for vendors was requested. Vendors should work directly with the organization hosting the event to ensure participation. Habersham County Health Department must be contacted for approval of food vendors in accordance with their regulations (fees may apply).

The event organizer must submit completed Special Event Vendor Application with applicable fees to the City Clerk for approval no later than two weeks prior to the event.

Today's Date: _____ Application Fee Submitted: _____

- A non-refundable Special Event Vendor application fee of \$25.00 is required at the time of application submitted by the event organizer. Check or money order should be made payable to the City of Cornelia. Credit cards and cash are also acceptable forms of payment.

Section 1: Event Information

1. Business Name _____
____ Commercial ____ Non-profit/Tax Exempt

Physical Address: _____

Mailing Address: _____

Contact Number & Email: _____

2. Name of Event: _____

Name of Organizer: _____

Date(s) of Event: _____

Location: _____

3. What product(s) are you selling: _____

- A copy of the organization's Non-Profit/GA Tax Exempt Certificate must be submitted with the application

Section 2: Agreement and Acceptance to Adhere to Application Requirements

Vendor Applicant's Signature: _____ Date: _____

Event Organizer's Signature: _____ Date: _____

Internal Use Below

Reviewed/Approval:

City Clerk: _____ Date: _____

- Reason for denial: _____
- Additional Comments: _____

PERMIT # ISSUED: _____ **(Permit must visibly posted during event)**

Inquiries should be directed to Debbie Turner 706-894-3064 or dturner@cornelia.city