



FUZZ RUN VENDOR APPLICATION FORM



Applicant Information

Organization Name:		
Contact Person Name and Title/Position:		Email:
Organization Address:		
City:	State:	Zip Code:
Website:	Contact Phone Number:	Fax:

Giveaways

Are you planning to offer any items or printed information to participants? If so, please provide a general description of the items or information. _____

Are you planning to offer any food or drink items to participants? If so, please provide a general description of the items.

Are you interested in donating a door prize? If so, please provide a description of the item (Donations must be submitted on or before September 1st). _____

Are you interested in donating coupons or small items (es. pens, highlighters, or stickers with company/organization logo) to be placed in our runners' bags? If so, please provide a description of the coupon/item. Please note, we provide bags to the first 2,000 runners registered. _____

Equipment

The Covington Police Department will provide one table and two chairs to each vendor, unless you prefer to bring your own.

Check one:

We Need a Table We Need Chairs We Need a Table and Chairs We Do Not Need a Table or Chairs

The Covington Police Department does not provide tents, but a tent is recommended on the day of the race in the event of inclement weather. Do you plan to bring a tent? YES NO

Covington Fire Department Policy

The Covington Fire Department has a vendor policy for special events to ensure the safety of all participants of the event. If you have any questions regarding the policy, we have a copy of the policy available for your convenience or you may contact April Draper at 770-385-2150.

Policies and Vendor Agreement

1. All vendors must complete a Vendor Application form and must be approved by the Covington Police Department. All forms must be submitted by September 1st.
2. The Covington Police Department is a tobacco and alcohol free zone.
3. Vendors will have limited access to power sources from any City of Covington building for any electrical components of vendor setup.
4. **No political endorsements or campaigning can be done on City of Covington property.**
5. Vendor spaces are assigned per EXPO coordinator.
6. All vendors must be set up by 8:00 a.m. on the day of the Expo and by 6:00 a.m. on the day of the race.
7. I understand that if for any reason my company or organization cannot participate in the event, I will give the Covington Police Department 24 hours notice prior to the event.
8. For any other concerns contact Sharon Shepherd at 678-625-5550 or sharon.shepherd@covingtonpolice.com

I acknowledge that all information listed on this form is correct and I agree to abide by all vendor policies.

Signature _____

Printed Name _____

Date _____