Rotary Club of Covington

P.O. Box 1063, Covington, GA 30015
www.rotarycovington.org

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Tracey Clark
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Vice President

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33rd Cars of the Past Car Show
2026 Vendor Application

Please complete the following and submit to: covingtoncarshow@rotarycovington.org

Non-food Vendor booths are $50.00, Food Vendors $100.00*
****Food vendors will be required to be located in Newton County and have a Food Permit or obtain one from the Newton County Environmental Health****
***NOTE:** **Food Trucks must be 200' away from restaurants on the Square**

Vendor Business Name: _____

Email Address: _____

Phone Number(s): _____

Type of Business (food services, sales/service product):
_____

Specific Items to be Sold (Type of Food, Drink, Product, Service, etc):
_____
_____

Type of Physical Structure Used (10'X10' Canopy, Trailer, etc):
_____

Parking Spaces Required for Structure (1, 2, 3, etc):_____

Electricity Needed? (Yes or No):_____
***NOTE:** **Generators on the Square required to be quiet generators.**

Food truck Vendors ____ $100.00 Other Vendors ____ $50.00

Other Pertinent Information:
_____
_____
_____

Vendors can't compete with open businesses on the square.

Please complete form and make checks payable to:

The Rotary Club of Covington
P.O. Box 1063
Covington, GA 30015
Or pay online: www.rotarycovington.org

____ Check here if you have paid on-line & email form to covingtoncarshow@rotarycovington.org

CITY OF COVINGTON

Special Event requirements

- If a tent is erected, an inspection by the Building Inspector or Fire Marshal is required.
- All food permit applications must be submitted with applicable fees 30 days prior to the event.
- Food Truck vendors also need to contact Jennifer Hise at City Hall 770-385-2174 / jhise@cityofcovington.org. She will need a list of these vendors to determine if any will need a one-day mobile food permit issued.
- If mobile food vendors will be present, each vendor must individually apply for a permit with the Planning and Development Department, and an inspection from the Fire Marshal's office will be required on the day of the event. Contact the Planning and Development Department at 770-385-2020 for more information.
- You will need a food permit and needs to be submitted to the Newton County Environmental Health. Newton County based can be verified they have a current permit. Anyone from outside the county must supply their permit or obtain one from the Newton County Environmental Health.
- If food is prepared and/or served, a food service permit from the Department of health is required, you will need to be referred to the Newton County Environmental Health to see if any other requirements are needed by them. **(770-784-2121) David Hornsby.**
- There are not any new procedures in place for vendors just the requirements provided in the FMO vendor requirement form and ensuring you do not have a food vendor within 200 feet from a restaurant. Food trucks will need to be strategically placed away from any restaurant on the square. Clark Street, 200 feet away from Mystic Grill or Monticello Street, 200 feet away from Townhouse Café & Bread & Butter.

COVINGTON FIRE DEPARTMENT

Joe Doss
Fire Chief

2101 Pace Street, Covington, Georgia 30014
770-385-2100 Fax 770-385-2103

Robert Canady
Deputy Chief Fire Marshal

Vendor Requirements for Special Events

The City of Covington Fire Prevention and Investigation Division is dedicated to the safety of all citizens and to the efficiency of well-planned and executed events. As a particular of Public functions, you are also well aware that safety must remain foremost in your efforts. We look forward to working with you to ensure the safety of your patrons, customers, and employees. We believe communication is the key to successful relationships, and hope that the following information, which addresses our common goal of public safety through permits and floor plan approvals, is one component of that communication.

For information in the following areas, please contact Chief Robert Canady at 678-614-3035 or 770-385-2155, for his office, or rcanady@cityofcovington.org.

Vendor Requirements

- Be present for pre-event inspection on the scheduled event day.
- The event coordinator shall have the permit easily accessible at all times.
- No smoking at or near the booth/tent at all times during the event.

Site Requirements

- Tents shall be secured by one of two means:
  1. Sand Bags attached to all four corner posts of the tent
  2. Concrete in a small container attached by I-Bolt and String to all four corners of the tent.
  3. Please contact The Fire Marshal for other approved methods.
- Each vendor shall supply an ABC Dry Chemical Extinguisher with a gauge that shows it is pressurized within the normal operating limit (In green) and looks to be in good working order with NO dents or defects.
- Flammable-Liquid-fueled equipment shall not be used in booth/tent.
- Extension cords should be kept clear of all areas where water might accumulate.
- Extension cords shall be covered with mats or other approved methods to prevent trip hazards.
- Generators may not be refueled during the time the public is in attendance at the event. **No Extra Fuel may be stored at booth/tent.**
- Generators shall be kept no less than 10 ft. from booth/tent.

COVINGTON FIRE DEPARTMENT

Special Requirements for Cooking

- Cooking equipment must be outside of the booth/tent area and not under a canopy or tent.
- Cooking fuels must be stored and hooked up properly.
- Fuel Cylinders may not be changed during the time the public is in attendance at the event.
- If a deep-fat fryer is being used, it must have a metal lid to cover the hot oil in the event of rain.
- Class “K” Fire Extinguisher with current inspection tag from a licensed company.
- Play Sand shall be applied to the area beneath the cooking equipment. The Sand shall be of reasonable depth and spread a distance of twice the height of the
- cooking appliance.
- Cooking Equipment shall not be placed in an area of foot traffic and secured to prevent tipping.
- No open flame or open flame devices are to be used unless approved by the Covington Fire Department.

Food Trucks

- Hood system shall be tagged and in date. (Blue Tagged)
- Shall have a Class “K” extinguisher tagged and in date.
- Shall have an ABC Dry Chemical Extinguisher tagged and in date.
- All inspections on equipment and extinguishers shall be done by an authorized company.

I, UNDERSTAND THAT THE COVINGTON FIRE DEPARTMENT AND ANY OF ITS REPRESENTATIVES SHALL NOT BE RESPONSIBLE FOR ANY INJURIES OR DAMAGES CAUSED BY THE EVENT PERMITTED HEREIN AND THAT THE RESPONSIBILITY LIES SOLEY WITH THE EVENT COORDINATOR. THE EVENT SHALL BE EXECUTED IN STRICT COMPLIANCE WITH THE VENDOR REQUIREMENTS FOR SPECIAL EVENTS. I FURTHER CERTIFY THAT ALL INFORMATION CONTAINED IN THE APPLICATION IS TRUE AND ACCURATE.

Applicants Signature: Date: Applicants Printed Name:

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