



Rules and guidelines for vendors at Town Center Park

Event organizers: it is your responsibility to share these rules with any vendor you hire, trade, or recruit to be a part of your event. Your organization will be held accountable for any violations and resulting fees and/or loss of park use deposits.

Please refer to the complete listing of City of Suwanee park rules, which shall be distributed to every event organizer well in advance of the scheduled event. Violation of any of the following policies could result in the City disallowing that vendor access to future park events, including city-sponsored or privately organized.

Deliveries

- Events may have vendor deliveries such as tents, table rentals, stage or sound equipment, etc. Vendors who provide these services must not arrive before your scheduled event set-up time and date. In the case where early deliveries are required (e.g., trash dumpster, rental tents, etc.) you must coordinate a delivery time with the City events manager and/or arrange to be there in person.
- Rental deliveries (such as portable restrooms, rental tent/table set-up, stage or sound equipment, etc.) may be delivered on the Friday before your event and must be removed by noon on the Monday immediately following your event. Failure to do so – even if at the fault of an outside vendor – will result in the loss of the park use deposit.
- No vendors may drive onto the park sidewalks, brick walkways, granite fines, or grass for any reason. City employees can help vendors with heavier equipment (such as LED screens, kids' inflatables, etc.) by offering to tow those in on a trailer with our own equipment and drivers.
- Only City employees may operate city-owned vehicles, including “golf carts,” Gators, etc.

NO staking in the park!

- Absolutely no staking of any tents, inflatables, etc. is permitted in the grass or anywhere in Town Center Park due to underground sprinkler system and electrical wiring. This is non-negotiable. Your vendors should plan to bring water barrels, weights, sandbags, etc. to weigh down items that need it.

Alcohol

- No vendors or contractors may use alcohol or be under the influence of alcohol or any illegal substances while performing work, deliveries, or exhibiting at your event.
- The City's current alcohol regulations do permit that permanent restaurants located at Town Center Park may serve to-go beer & wine. Beverages may be brought into the park only from these permit holders, with a special orange “Suwanee Cheers” sticker affixed to the plastic cup or can.
- Patrons of your event may not bring in their own alcohol, ever. This includes the event organizers, vendors, service providers, etc.
- Should your event wish to be considered for beer & wine sales inside the park on your event day, you may contact a City events manager to learn about the process of requesting, and paying for, a temporary alcohol permit which shall be held by one of the local permitted businesses. This process can take up to 30 days for state approval.

Electricity usage

- Town Center Park provides multiple outlets for vendors to access electricity. Some are 110 outlets and others are 220. It is the vendor's responsibility to have the proper plugs and cords to connect. If electrical needs are large than park capacity, vendors will need to provide a generator. Inflatables, refrigeration, cooking, and entertainment might draw more electricity than the city can provide.