



Vendor Details:

Location:

1. Set up maps will be e-mailed 2 business days before the event. Map will verify location of event, set up time, tear down time, and vendor parking.
2. Entire set-up must fit in the designated 10x10 foot space. Commercial/Mobile booths will need to fit inside their designated 10x20 foot space. If additional space is required, multiple vendor spots may be purchased.
3. Spots are assigned on a first come first serve basis, pending acceptance of the application. Vendors are not allowed to sub-let or share their space without permission.
4. Waste disposal for items such as oil and grease will be the responsibility of the food establishment and will not be disposed of on City property.
5. Vendor must ensure that no trash or any other items be left behind and space should be returned in the condition in which the space was found. Each vendor must provide a trash can at their vendor spot.
6. Booth requests will be considered on a first come first serve basis.

Set-up Logistics:

1. Vendor is responsible for all & any set up needs: tables, chairs, shade devices, set up, tear down, staffing, materials, lighting if needed, keeping area clean, disposing of trash, etc. Unless otherwise communicated.
2. Average booth space is 10 ft. x 10 ft.
3. No vehicles are permitted in the event area unless you are a food truck. Vendors must IMMEDIATELY unload and then move vehicle to a parking spot outside the event area.

4. Vendor tear down begins at shortly after the event ends. Vendors must stay during the duration of the event and are asked to not leave early. Vehicles will be allowed in event area shortly after the event ends and once the crowd has cleared.

5. If you have a grill or sternos as part of your vendor set up you must have a Class 2A-10 BC rated fire extinguisher on site and within reach of your booth during the event at all times. The fire extinguisher must have current inspection and be fully charged. If you use fryers, a class K extinguisher will be required on site and within reach of your booth.

6. If vendor chooses to use a tent it must be clean and well working. We suggest vendors to have a 10 ft. x 10 ft. EzupTent or Zshade Tent. Most accidents at events involve pop up tents. It is your job to minimize the risk. Tent must be weighted down. NO EXCEPTIONS. Tying tents to tables, coolers, or any other object that is not a weight provides tripping hazards and frequently does not provide adequate weight. Vendor safety is just as important as event goer safety.

Restrictions:

No vendor will be allowed to do the following. Failure to comply will result in immediate forfeiture of vendor:

1. Sell or distribute alcohol.
2. Leave a vehicle or cart unattended.
3. There is NO DRIVING ON PARK GROUNDS permitted during event time.
5. Have pets/live animals for sale or accompanied by vendors.
6. Sell or distribute items in glass containers.
7. Have fires except in barbecue grills.