



Fall Festival Vendor Rules and Guidelines 2022

General Information

The Around The Dinner Table committee would like to thank you for being a part of this year's festival. To facilitate a smooth delivery, set-up, and distribution of your products we have developed a set of guidelines for all vendors.

The Fall Festival is an event that will take place rain or shine. This event will take place from 9am - 1pm. Please view the **Vendor Set and Break Down** section for more information.

Vendor Location and Hours of Operation

All Vendors will be given assigned spots prior to set-up.

Vendor Set-Up, Break Down and Operation Hours

Vendors can begin setting up from 6:00 am - 8:30am. All vendors must be set up by 8:30am and will not be allowed entry into the driveway after 8:30am the day of the festival. Vendors can begin break-down and clean up at 1:30pm. All vendors must keep their area clean. Pick up trash from your area including tying and discarding garbage bags. Food vendors must use designated waste containers for disposal of grease products.

Booth Space

Booth spaces are 10 X 10 ft. Any vendor that requires more space must purchase an additional booth. The space can efficiently accommodate 8 ft X 2 ft. tables. Booth space for a Non-Food vendor is \$30 and a Food vendor is \$50 and does not include a tent. All vendors must provide their own electric, tables, chairs, and other necessities. Absolutely no alcoholic beverage may be sold at the festival. Space must be purchased ONLINE ONLY! Payment must be paid upfront. Your space is only confirmed with payment

Payment

To secure booth placement, fees are due in full at the time of application completion. A booth assignment will not be given until the payment is made in full. **Once payment has been made, the Around The Dinner Table LLC does not offer refunds.**

Other Vendor Information

- Vendors agree to sell products within their assigned space only! All vendor activity MUST be conducted within the booth
- Vendors agree to be honest and at times conduct themselves in a courteous manner. Discrimination, rude, abusive, offensive, or other disruptive conduct is strictly prohibited.
- Vendors shall not bark, shout, or solicit in a loud or aggressive manner to customers in an attempt to make a sale.
- One 2A10BC fire extinguisher must be provided by the vendor. In addition, a Class K-type fire extinguisher is recommended for vendors that are deep frying. All extinguishers shall have a current inspection tag with proper pressure and pin secured in place.
- All propane cylinders must be secured. Small cylinders (20#) can be put in a milk carton type crate. Large cylinders shall be secured to a stationary object. 20. All propane cylinders shall be ten (10) feet from the cooking appliance with gas line secured.
- Deep fryers or pans with grease used for cooking shall have a metal cover plate (lid) to put them on in case of fire or rain.
- If cooking under canopy structure, it shall be of flame resistant material. There shall be a flame resistant tag/label affixed to each canopy.
- Vendors serving food must have a five gallon water jug and a catch bucket for hand washing and sanitizing.
- Vendors selling food must wear gloves.

Requirements

Each Vendor is required to submit the following documents to the Fall Festival Marketplace Vendor Manager:

- COVID Waiver
- Valid Driver's License

FOOD VENDORS ADDITIONAL DOCUMENTS REQUIRED

- **Proof of Insurance/Certificate of Liability**
- **Food Handlers/Managers Certificate**

One-Day Event vendor insurance is acceptable (The Event Helpers.com). All food vendors are required to have the proper food set-up as the health and safety inspector may come out to inspect the site. Those not properly set up will be required to close their booth and there will be no refund. Food vendors must have the set up listed on the next page.

If the Vendor has a generator and/or cooking and heating items, the Vendor must submit a Certificate of Insurance naming Around The Dinner Table LLC as additionally insured and as the certificate holder. A Sample COI can be supplied to Vendor.

All Vendors will be inspected by the Fire Marshal prior to starting the event

Due to COVID-19 restrictions, masks must be worn, social distancing must be enforced and no food samples are allowed to be distributed to the public.

Exhibitors are responsible for collecting their own sales tax.

Food Vendor Set-up for Temporary Events

- Valid 40BC or NFPA 10 fire extinguisher
 - Generators should be used for electric
 - Gas Tanks must be secured (i.e., in a crate)
 - Must have thermometers for all hot and cold holding units
 - Food handlers must wear gloves
 - Probe type thermometer to check food temperature
 - Displayed and prepared food. protected against contamination, (e.g., sneezeguard, packing, etc.)
 - Handwashing facilities provided igloo cooler with on/off valve); bucket/ catch basin provided.
 - Soap and disposable towels provided for handwashing and hand drying
 - Dustless flooring graded to drain (concrete, machine – laid asphalt, wood chips grass, gravel, etc.)
 - Vendors must have a tent for overhead covering/protection for food
 - Cooking equipment should be isolated from the public by at least 4 feet or by an approx. erected barrier between the public
 - Gas connections must comply with City/County standards
 - Food store at least 6 inches off floor/ground
 - Adequate protection from flying insects, vermin, dust, dirt, and weather Adequate supply of back-up utensils
 - Consumer advisory if serving raw or undercooked animal foods
 - Covered garbage receptacle provided; garbage/trash removed timely
 - Hair restraints are required
 - Any non-food or food vendor found in violation of any of the rules and guidelines of the festival committee, state and /or city may be removed by security
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