



## VENDOR RULES

### *PAYMENT AND TERMS*

1. Application and Payment for the Festival is due in advance. Booth spaces will not be assigned without application and payment by August 30, 2010.
2. Personal Checks, Cashier Checks, Money Orders, Cash, and Credit Cards (MasterCard and Visa) are acceptable forms of payment. (Returned Check Fees Apply \$35.00).
3. There will be No Refunds.

### *VENDOR SET UP AND DISMANTLING REQUIREMENTS*

1. Operating hours Saturday, October 30, 2010 from 10:00am to 8:00pm.
2. Booths shall be set-up and manned by 9:00am on Saturday, October 30, 2010.
3. Vehicles must be removed from the Festival vendor area by 9:00am on Saturday. No vehicles will be allowed inside the Festival area before closing hours.
4. Vendors that find it necessary to setup or break down outside of the scheduled times will be required to hand carry display and merchandise in and out of the Festival area. City Staff will determine the best route for vehicle traffic, which will be determined by the least amount of disruption to the Festival.
5. An electrical source may be purchased for an additional fee (see vendor application). Vendors requiring electrical service are responsible for supplying their own extension cords. All extension cords must be heavy duty, please make every attempt to secure extension cords to prevent safety hazards.
6. Vendors assume responsibility of manning their booths during Festival hours.
7. All advertisements shall be displayed only within the confines of the booth space. No advertisements may be placed on buildings, trees, posts, fences or any other property around the Festival without prior approval of the City of Glenn Heights Festival Staff.
8. Food service vendors must have a Mobile Health Service Certificate and it must be displayed in a visible area for the course of the Festival.

9. All vendors shall be responsible for the removal of trash from their area by the close of the Festival.

#### *GENERAL POLICY AND INFORMATION*

1. Discrimination based on Race, Ethnicity, National Origin, Ancestry, Sexual Orientation, Gender, Age, Political Affiliation, and Religious Belief is prohibited.
2. Vendors are responsible for sales tax and all licenses required.
3. Vendors are responsible for keeping the booth spaces clean. Trash receptacles are provided throughout the Festival area. Large roll-off dumpsters are located just outside of the Festival area for your convenience.
4. The City of Glenn Heights is not responsible for any damaged, lost or stolen personal property or damage to vehicles while on the Festival grounds.
5. The public consumption, selling, dispensing, or donating of alcoholic beverages of any kind is not permitted on the Festival grounds.
6. Parents or guardians are responsible for minor children brought onto the premises.
7. Bicycles, skates, skateboards, scooters are not permitted on Festival grounds.
8. No motorized conveyances allowed except for disabled participants with single person conveyances.
9. Only guide dogs or animals performing similar service will be allowed in or near booth spaces.
10. The City of Glenn Heights reserves the right to refuse admission to any vendor and to limit or restrict merchandise selection being offered by the vendors.
11. The rules and regulations are subject to change at anytime without notice.