



## Decatur BBQ & Bands Policies

Vendor selection: The Festival Management reserves the right to reject any application that does not enhance the overall scheme of the Festival.

### Vendor set up and breakdown

- 10:00 am:** Vendors may enter the site and begin setting up. Vendors who need access to the site before this time must get prior approval from Festival Management.
- 1:30 pm:** All Vendors must be on the premises, with cars unloaded and removed from the Festival site.
- 2:00pm:** All Vendors must be open and ready for business.
- 6:00pm:** Vendors may begin breaking down.
- 7:30pm:** Vendors must have vacated the site.

### Breaking down

Vendors may not begin breakdown before 6:00pm. Vendors should pack items and close tent before bringing vehicle to the Festival area. **DO NOT bring your vehicle to the Festival area before you have completely broken down your booth.**

### Lateness and Absences

**Vendors are required to be present no later than 12:15 pm. If no notice is given to Festival Management for late arrival, the Vendor space will be considered vacant, no refunds will be given, and the space may be resold.**

### Festival Fees

- Booth fees are due in advance, prior to setting up.
- **No refund of fees will be given for a Festival cancelled due to inclement weather, since this is a condition beyond the control of Festival Management.**
- If the Festival is cancelled, no Vendor is permitted to sell. The site will be officially closed.

### **Booth Set up and Clean Up**

- The Festival provides only the ground space for booths. Vendors must provide and prepare their own displays.
- **Weights and/or sandbags are required for each tent or umbrella.** Vendors are responsible for securing the tent/umbrellas and protecting their products, at no cost or damage to surrounding Vendors or their property. Weights not less than 15 lbs. per pole are required for each tent used. Umbrellas must be in an appropriate weighted umbrella stand. **Vendors whose tents are not properly weighted may not be allowed to set up and/or may be forced to break down.**
- Vendors are responsible for their own site set up and break down.
- Use of personal tents/umbrellas and tables are required and should be clean, in good working order, and visually presentable. Tents, umbrellas and tables may not extend into another Vendor's selling area.
- Vendors are required to maintain a clean, safe, and sanitary individual selling space. Each Vendor is responsible for keeping his/ her booth space clean during the Festival and for complete clean up of his or her space at the close of the Festival. This includes hauling away any trash or garbage that is generated in or around the booth and sweeping up any product debris left on the ground.
- Any Vendor who causes damage to another, or whose property causes damage to another, will also be responsible for all actual monetary damage incurred by another Vendor.

### **Vendor's Festival Employees**

- **A Vendor or representative must be present in the tent at all times during the Festival.**
- Children under the age of 16 will not be allowed to operate any booth unless a knowledgeable adult (defined as a responsible adult over the age of 21) is accompanying them during the sale of said products/goods.

### **Sales Policies**

- **Only those items listed on a Vendor's application may be sold.** If a Vendor wishes to add an item, approval must be received from the Festival Management prior to offering that item for sale. The Festival Management is the final arbiter on the suitability of an item offered for sale.
- **No vendor is allowed to sell any bottled water or canned drinks.** All other beverages must be approved by Festival management.
- To ensure diversity of products and to protect Vendors' sales, the Festival Management may limit participation of Vendors who sell like items. However, no Vendor is guaranteed to be the sole purveyor of any item.

### **Insurance, Licenses & Management**

- Vendors shall be responsible for obtaining any required licenses, permits or approvals under state laws applicable to his/her activity at the Festival and for paying any taxes, sales taxes, fees or other charges that may be applicable to Vendor's activity at the Festival.
- Decatur BBQ & Bands shall be reimbursed for any damages caused by a Festival Vendor. This includes but is not limited to damage to sidewalks, grounds, vehicles, fencing, tents, and any other property in proximity of Festival including property owned other businesses and/or City of Decatur.

## **Vendor Code of Conduct**

- Vendor Dress: Vendors are required to wear shirts and shoes at their booths during the Festival hours. Each individual represents the whole of the Festival and image is an important element for success.
- Vendor Music: Vendors may not play individual music in their booth space.
- Smoking: Smoking is NOT allowed in the Vendor sales areas. Those who do practice smoking are requested to step out of the Festival area, washing prior to return.
- Children: Vendors must keep a watchful eye on their children at all times during the Festival. Set-up time can be an especially dangerous time for unattended children. Small children should not be allowed to wander the grounds without a parent or guardian with them. The Festival takes no responsibility for their safety or whereabouts.
- Cleanliness: Vendors should protect their hands with latex gloves when handling food. Food should only be handled by gloved hands. Gloves should be changed whenever they come into contact with any surface other than food, including money, cell phones, skin, etc.
- Courtesy/ Conduct: Vendors and their representatives are expected to conduct themselves in a safe and courteous manner at the Festival. Any language or behavior considered deleterious to the normal operation of the Festival will be grounds for denial of the Vendor's permit to sell.
- Sales Tax: Vendors are responsible for collection and payment of all applicable sales tax.

## **The following will result in immediate and permanent expulsion of a Vendor from the Festival. No refunds of fees will be given:**

- Fraudulent, dishonest or deceptive merchandising or packaging
- Use of profane, abusive, threatening or harassing language
- Threatening behavior, the threat of violence, vandalism
- Possession of a firearm, weapon or fireworks
- Gambling
- Use of illegal drugs or possession of drug paraphernalia