



**Sausage and Cider Fest – Saturday, August 18, 2018
Vendor Guidelines**

1.0 Vendor Application

Submitting an application is NOT a guarantee of acceptance. The festival reserves the right to limit the number of accepted applicants, to ensure the proper representation of products, merchandise, and services. Food vendor applications will be reviewed based on menu selection, food quality, and booth appearance.

2.0 Booths

A standard single booth space is 10' x 10'. A vendor may request additional booth space which may be granted if space is available. Any and all booth equipment and supplies, including, without limitation, tables, chairs, tents, canopies, or any other supplies and equipment must be contained within Vendor's assigned booth space.

Vendors are responsible for their own tables, chairs, tents, canopies, and any and all other supplies and equipment used at their booth. The Festival may have some available, but there is no guarantee.

Tents and/or canopy legs must be secured by weights.

Vendors' booths **must be staffed at all times** the Festival is open to the public by at least one person who is responsible for monitoring the Vendor's booth. Booths supplying alcoholic beverages must be staffed by persons aged 21 or over. The festival is not responsible for the loss or damage of any vendor equipment, supplies, or other items or materials at a vendor's booth.

Placement and assignment of booth spaces is at the sole discretion of the Festival.

3.0 Set-up and Take Down

Vendors must set-up their booth no later than 2:30 p.m. on the day of the Festival.

Vehicles are not able to be driven onto the field where booths will be located. Vendors are responsible for transferring their booth equipment, materials and products to their booth space from the designated loading zone.

Vendors may take down their booth and remove all booth equipment, supplies, and materials after 7 p.m., when the festival ends, and no sooner.

4.0 Products/Samples

All vendor representatives are **responsible for enforcing the 2-ounce pour rule** and will only pour into the official festival glass. Each 2-ounce sample will cost attendees one ticket.

Vendors may sell merchandise at their booth, but any alcoholic beverages can only be sold by the festival in the sales tent per law. Vendors interested in having their beverages sold will indicate so on the vendor application. Product sold in the sales tent will be reimbursed to the vendor at the wholesale cost as indicated on the vendor application and typically within one week after the event.

5.0 Vendor Parking

Vendors may drive into the closest parking lot (off of SE 240th Street) to unload/load their equipment and materials. Immediately after unloading, vendors must move their vehicles to the designated festival parking area. Vendor parking, except for handicap, is not allowed in the park's parking lot due to space constraints.

6.0 Electricity

Standard booth spaces do not have electricity. Food vendors are allowed to bring their own small-sized, quiet, portable generators if power is necessary to operate, and only electrical equipment that complies in all aspects with the National Electric Code is acceptable.

7.0 Garbage/Recycling

Vendors are responsible for keeping their booth space clean of trash and/or debris, including broken down boxes, at all times. The City will provide trash and recycling receptacles throughout the Festival grounds. Items that cannot be put into trash or recycling bins must be removed by the vendor.

8.0 Health Permits & Insurances

All vendors are responsible for securing and maintaining their own insurance and necessary health and food handling permits with the King County Health Department for the duration of the Festival, if applicable.

9.0 Compensation

Beverage vendors will be compensated at the wholesale cost for product poured during the festival. The vendor's estimated volume poured will be cross checked with number of tickets accepted and turned in at the end of the festival. If a sizeable discrepancy exists, vendor will be compensated based on amount of tickets turned in. (Example: You estimate you poured 10 bottles of product that were 16 ounces each. You should have roughly 80 tickets and will be reimbursed for 10 bottles).