

Ankeny SummerFest 2017 *RULES AND REGULATIONS*

- ❖ **Set up:** Vendors are allowed to set up beginning at 9:00 AM Wednesday, July 5. Set up must be complete by 3:30 PM on Thursday July, 6. No one will be allowed to set up after this time. Vehicles must be removed from vendor areas 30 minutes prior to carnival hours and may not enter the vendor areas until 30 minutes after carnival hours for loading and unloading. Vehicles are not to be in vendor areas during carnival hours.
- ❖ **Space Constrictions:** Spaces will be marked prior to set up. Vendors must restrict their booths to the space contracted for. This space must include all awnings, hitches, doors, overhangs, storage, cookers, etc. Vendors are responsible for reviewing their given space prior to SummerFest. SummerFest is not responsible if you are not able to fit in your assigned spot. Booths 18-26 must be a minimum of 5 feet off of the sidewalk. All other booths must be a minimum of 3 feet off the sidewalk. All vendors must confine themselves to selling within contracted booth space. Vendors may apply to be a moving vendor for a separate fee.
- ❖ **Vendor Meeting:** A mandatory vendor meeting will take place on Wednesday July, 5 at 7:00 PM.
- ❖ **Sales Tax:** Valid sales tax permits are required for all vendors. If you do not have a sales tax permit, a temporary permit should be acquired. Documentation must be provided on request. Sales tax license numbers must be provided prior to SummerFest.
- ❖ **Food Service Licenses:** All food vendors are required to purchase a temporary food service license from the Iowa department of inspections and appeals. Once approved, more information will be sent.
- ❖ **Booth Approvals:** The SummerFest committee reserves the right to prohibit any booth or proposed booth which in its opinion is not suitable or keeping with the character of the celebration. This concerns persons, conduct, printed matter, souvenirs, food types, and any other items that affect the character of the celebration. Returning vendors that do not meet the returning vendor deadline will forfeit their first rights to a space and be treated as a new vendor in the selection process.
- ❖ **Menus:** Vendors must provide a list of all items that will be sold prior to SummerFest. Any changes must be approved by the SummerFest board. Vendors must provide appropriate signage and pricing for customers. Menus may not change during the course of SummerFest unless approved by the SummerFest chair. Vendors in spaces located near the carnival (space 18-51) are restricted from selling funnel cakes or cotton candy.
- ❖ **Utility Services:** Electric service is available at an additional cost per vendor. Water is available at no charge. Use of these services must be arranged ahead of time with the SummerFest staff. Vendors must supply proper utility lines. Extra cables and hoses will not be provided by SummerFest.
- ❖ **Clean Up:** Vendors are responsible for their own clean up and trash bagging.
- ❖ **Liabilities:** SummerFest will not be responsible for any injury that may arise to vendors or their employees or for loss or damage to any booth or its contents by reason of weather, fire, accident, theft, or any other cause. Each vendor must be covered by liability insurance and proof of insurance must be given to SummerFest staff.
- ❖ **Tear Down/Staffing:** Tear down of structure will occur Sunday July, 9 at the conclusion of fireworks. No exceptions without prior approval of vendor chairperson. Vendor may choose when they would like to staff their structure. SummerFest personnel ask that the physical structure remains on grounds for the entirety of SummerFest whether staffed or not.

Please Review these rules carefully.

**The vendor application is a contract agreeing to abide by all rules.
Any vendor who is in noncompliance with these rules after 3 warnings will
be assessed fees of \$50 per rule at the conclusion of SummerFest.
Failure to pay will result in loss of first rights for SummerFest 2018.**
