

Duck Creek Days 2020
July 24th & July 25th
Vendor Rules and Regulations

Section 1. Booths.

- 1) Each space allocated is 12" x 12". This is the maximum space for one booth. All Advertising, canopy ties, trailers, vehicles, display stands, etc. must be within the allotted space. If you need more space, indicate on the application how much additional space you will need. If you fail to stay within your allocated space, you will be charged the fee for an additional space, or asked to leave. We reserve the right to refuse to rent space to any vendor.
- 2) All spaces are assigned by a designated representative of Duck Creek Days and are subject to change by said designee up to and during the event. If the vendor space located next to an assigned space becomes vacant, a vendor may speak with the assignee regarding the purchase of the additional space.
- 3) To better accommodate the layout of the grounds, if you don't have a website you may be required to provide pictures of items sold and/or a picture of your booth space.
- 4) Activities begin at 10am on Friday. You must be set up and have all vehicles out of the event area by 9am. Vendors are required to operate their booth both during all days and times of event.
- 5) Each Vendor is required to have a canopy covering his or her space. Vendors must provide their own tables, chairs, display racks, banners, dolly for loading and unloading of goods or materials and or items used to operate booth. Tents and supplies may be purchased through local businesses, Please log into www.duckcreekvillage.com for information.
- 6) Vendors are responsible for their own display and cleaning up their area. Displays must be clean and orderly with back stock stored neatly under the display tables with-in the booth and not seen by customers. **VENUE PUBLIC TRASH CANS ARE NOT FOR VENDOR WASTE!!!** Vendors must have their own trash cans and trash bags. Vendors are responsible for hauling their waste to the Venue dumpsters. Event staff may assist if necessary and available. Vendors leaving trash and or debris upon vacating the venue will be charged a \$100 cleaning fee.
- 7) Vendors are not allowed to sell any merchandise found to be offensive by the Duck Creek Days organizing committee or to distribute or display any overly religious or political literature for the purpose of attempting to influence a person's religious beliefs.
- 8) Body piercing or permanent tattooing is prohibited by any Vendor.
- 9) Vendor booth sales are final and non-refundable after the deadline provided on the Vendor Application.

Section 2- Concession

- 1) A concession (food) booth selling is any ready to eat food, confections, and/or non alcoholic beverages for consumption at Duck Creek Days.

- 2) It is the Vendor's full responsibility to know and provide any permits (i.e., food handler permits, correct licensing, insurance) required to run their booth. The Health Department's phone number is (435) 644-2537. Proof of said documents are required to be at your booth, for inspection if asked, through out the event.
- 3) Concession Vendors must have a commercial grade fire extinguisher within their booth if cooking with op
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- 5) Concession Vendors should have enough provisions to feed the crowds for event hours on Friday and Saturday. We anticipate approximately 10k visitors over the 2 day event.

Section 3 – Attraction / Ride booths

- 1) An attraction/ride booth is anyone selling tickets to an attraction that does not fit a typical booth space or layout. Examples of this would include but not be limited to bounce houses, giant slides or rides of any sort. These booths spaces will be assigned a designated area based on acceptance, on need and availability by the designated event coordinator. Liability insurance is required for any ride or attraction based activities meeting the criteria above. Proof of insurance is required at your booth during the event and may be required before your space is approved. In addition waivers may be required and proof of waivers should be available upon staff request.

Section 4 – Water hook-ups

- 1) There are no water hook-ups available for any vendors. If your booth needs water it must be transported in on your own account. Further more no water dumping may be done on site. In the event that Concession vendors need a place to replenish their water supply they may pre-arrange with the event coordinator in assisting with location acquire water.

Section 5– Electricity hook up

- 1) There are a limited number of electrical connections that will be available for those who require it. Those will be given on a first come, first served basis. Electricity will be provided for those who request it on the application for the purpose of a kitchen or other equipment or booth operations. Electricity of the air conditioning units, fans or booth lighting will NOT be available for electrical hook up. It is the Vendor's responsibility to provide their own heavy-duty 10 gage extension cord and electrical adapter. It is recommended that the extension cord must be a minimum of 50' in length and labeled with the vendors business name.

Section 6 – Set up and take down

- 1) Set up hours are from Thursday, July 23rd from 12pm to 7pm. If you are not available to arrive on Thursday then set up may be done on Friday, July 24th from 7am-8am.
Remember all vehicles must be out of the event area no later than 9am on Friday

morning. All booths and vendors must be set-up and operational by Friday at 10am . **All food/concession Vendors are required to check in on Thursday by no later than 3pm.**

- 2) Take down must be done no earlier than Saturday evening after 8pm and will be done, by row, in coordination with Duck Creek Days Staff. Any Vendors that are departing will be required to travel around the perimeter of the event. Concession/Food Vendors, or Vendors in close proximity to the concession/food vendors **MUST TAKE DOWN ON SUNDAY.** When taking down your vendor display/booth, vendors are responsible for cleaning up all trash and debris associated with their display/booth and placing it in the event dumpsters upon vacating the event. Failure to do proper clean up will result in suspension from participating in future events AND A \$100 FINE.
- 3) Vendors are reminded to be extremely cautious of all pedestrians that may be in the area during take down. And please only drive where designated areas allow.

Section 7- General Restrictions

- 1) No Alcohol- No sale of alcoholic beverages is allowed by vendors at the event without prior permission.
- 2) No Pets – No pets of any breed or size are allowed inside the event area whether leashed, unleashed or hand carried by vendor or guest unless proof of service dog license is available. A vendor or guest who walks their dog in the parking area is required to keep the dog on a leash at all times and dispose of any dog excrement left on the ground.
- 3) No Camping or sleeping overnight in the booths, vehicles, or on the grounds unless specific permission is given by Duck Creek Days Event Coordinator. Information on local accommodations can be found at www.duckcreekvillage.com

Section 8- Vehicle

- 1) No vehicles will be permitted to enter or leave during the event hours of operations. All Vendor vehicles enter during permitted times will need to provide proof of vehicle insurance.
- 2) Personal Vehicles such as electric carts, ATV's, Bikes, etc. are allowed inside the booth area unless specifically assigned by the Duck Creek Days event committee to an event task requiring usage of said vehicle.
- 3) Vendor Parking will be provided by the venue by permit. Soil conditions will be determining factor as to the number of vehicles the area can contain, which will be unknown until prior to set-up. Only vendors with booths on the back row will be permitted to park behind their booth space. Those spaces are available upon request and are also a first come first serve basis. Those spaces can't be guaranteed but should be listed on your application.

Section 9- Security

- 1) Security does not guarantee against the loss, theft or breakage, it is merely a courtesy to ward off potential theft. **Vendors leaving goods or display material overnight should do so at their own risk and responsibility.** Security will be provided during the overnight hours after the event closing from Thursday through Sunday.

Section 10- Insurance

- 1) The venue provides its own self-insurance for the grounds – not for vendors booth space, products, damages, breakage or injury. The vendor is not required to provide their own business insurance. The Vendor understands and agrees to provide his or her own business insurance or hold Duck Creek Days, Duck Creek Village Association, Duck Creek Village, facilities, venue harmless of any association with injury, damage, or loss at the venue. You are required to either provide a copy of insurance or submit a waiver of Liability at the time of your application.

Section 11- Rules of Conduct

- 1) All concessionaries / vendors are expected to conduct themselves in a professional manner according to the rules of the agreement. Any unruly conduct, threatening or aggression behavior, refusal to follow rules, or use of foul language will be considered grounds for expulsion from the event without a refund.

Duck Creek Days is an outdoor event conducted whether rain or shine! Failure to appear with the required set-up guidelines will terminate the agreement and cause space to be reassigned / filled without a refund.