

Sheridan Events Committee (SEC) Vendor Rules & Regulations:

- All potential vendors must fill out an application.
- Every application is considered in the order it is received.
- All applications must be turned in by the deadline.

Fees

1. The \$15 application fee will be required when your application is submitted. This fee is nonrefundable.
2. Fee provides a covered area of 10 x 10, space marked pole to pole.
3. No Refund Policy - There are no refunds unless we are unable to provide a site for you.
4. Approved vendors will be notified by (3 months prior to event) Full vendor fees must be paid in full no later than (2 months prior to event).
5. The SEC reserves the right to automatically reject vendor applications if payment is not received, in full, on or before this date. Vendor fees are as follows:
 - Food Vendors
 - Arts & Crafts
 - Non-Profit
 - Alcohol Vendors
 - Other groups and businesses

Vendor Rules:

1. Political candidates and parties are not permitted as vendors of our events. Please see information on sponsorship of the event for further information on opportunities to support our festival.
2. All booths are rented in 10x10 increments. No partial booths available.
3. Booth space will be assigned at the discretion of SEC. Location is final and non-negotiable.
4. Vendor set-up will be confined to the 10x10 booth space assigned to each vendor.
5. You must be able to fit inside of a single 10'x10' booth space. Double booths for accommodating a disability are available. Please reach out to the committee at TheSheridanEventsCommittee@gmail.com
6. All booths must have a 50 lb weight on each tent leg which is securely attached, not just resting on the foot of the pole. Makeshift weights such as rocks, water bottles, or unsecured sandbags will not be permitted. Any vendor found not adhering to this policy will be asked to leave the event.
7. All booths must be set up 2 hours prior to the event starting. (change this to time for individual events)
8. No vehicles will be allowed on the street until the closing hours of the festival.
***Any vendor who chooses to drive their vehicle on the sidewalks or**

through the festival at an unauthorized time, may not be invited to participate in future festivals.

9. Vendors may only extend three feet (3') in front of their booth. We do not allow additions to your existing booth space. Any wares displayed at ground level must stay within the three feet limit. **Violators will be charged \$100. No exceptions.**
10. Vendors may not sublet or give space to another party without prior written permission from SEC.
11. Only FOOD vendors are approved to serve consumables of any kind at any SEC event.
12. Food vendors are required to have a current Hamilton County Food License. (A copy of this license and the vendor's liability insurance policy must be provided to the SEC at the time of the final payment for the full booth rental fee. (date) ***For further requirement for the license, please refer to the food license rules published by the Hamilton County Health Department.** (<link))
13. Vendors must comply with ALL fire, health safety, and other applicable laws, which include but are not limited to the following:
 - a. All food vendors must have an appropriate fire extinguisher in the booth. (Most vendors are required to possess a 2A:108B:C fire extinguisher, but if you are cooking, a 2A:40B:C extinguisher is required.)
 - b. No space heaters will be allowed in the booths. No exceptions.
 - c. All tanks (helium, compressed air, LP gas, etc.) must be safely restrained or immobilized.
14. Vendors are required to keep their booth space and area surrounding it free of litter and trash at all times, including upon departure from the festival. All refuse must be disposed of properly upon departure from the festival.
15. Vendors must remove cooking oils and grease when they depart from the festival.
16. Vendors must provide all items and utility services needed for the booth. Including but not limited to: tables, chairs, canopies, tent weights, and other supplies. **SEC will NOT be providing any of these types of supplies to vendors.**
17. For events occurring on Main Street in Sheridan, there will be no electrical hook-ups. For events occurring at Biddle Memorial Park, electrical is limited. SEC will determine which hook-ups vendors will use.
18. Vendors may not use any public addresses or loudspeaker systems.
19. SEC reserves the right to require the removal of any advertising or merchandise considered to be offensive to the family friendly nature of our events.
20. Only LED and fluorescent bulbs are permitted. No halogen or incandescent bulbs.
21. Booth **MUST** be manned during all operating festival hours.
22. If vendors need supplies such as tape, scissors, use of a telephone, etc. these items are available at the SEC information booth.
23. If a vendor experiences a problem during the festival, please report the matter to the SEC information booth.

24. Vendors are responsible for any damage or injuries caused by their setup or products.
25. Security and Sheridan PD will patrol the grounds; however neither the festival management, the sponsors, nor the Town of Sheridan can assume responsibility for damages or theft.
26. No pets allowed. Service animals with proper documentation only.
27. No advertising of products other than the business of your booth. No inappropriate signage will be allowed. SEC reserves the right to remove inappropriate signage.
28. No trash left at your booth overnight. Please make a final trash run at the close of the festival each night.

Set Up-Tear Down

1. On or before (1 month before event), all vendors will receive a check-in time and their assigned booth location. Check-in runs from (times) on the day of the (festival).
2. Load-in time is (time) AM. This time is determined by the SEC based on booth location and SEC'S established procedures for getting every vendor set up in a timely and efficient manner.
3. Vendors are required to comply with these check-in times and no requests for an earlier or later check-in will be considered. Vendors will be alerted in writing if changes occur.
4. This event has no rain dates or refunds unless otherwise specified by SEC.
5. Tear down can happen no sooner than after closing hours of the festival day you are attending.
6. Nothing may be left on site after the festival. Any vendor failing to completely clean up their booth are will be required to pay a clean-up fee of \$50, as well as a cleaning deposit to participate in the following year's festival.

By paying the \$15 application fee, you are agreeing to abide by these guidelines. All rules included in your application as well as those mentioned above WILL be enforced. Failure to comply with these rules may result in immediate closing of your booth and/or not being invited to participate in the future. The goal of the Sheridan Events Committee is to host the best possible festival we can not only for our guests, but for our vendors. We look forward to having a great time with you!