

2020 RULES & REGULATIONS

APPLICATION & PAYMENT: Vendors are required to submit payment IN FULL and insurance document/ waiver at the time of application. Any application received without payment in-full and insurance document/ waiver will not be guaranteed placement at the festival until the requirements are met. Applications must be postmarked by the April 1, 2020 deadline. Late applications will only be considered if there is an availability of space.

VENDOR TYPES: Be sure to fill out appropriate forms for you Vendor needs. Food Truck and Trailers Vendor form is only available by contact FCHDC at farmercityheritagedays@hotmail.com

General Street Vendor booth spaces are 10 ft. x 10 ft., should you require more space than the allocated booth space, YOU MUST PURCHASE additional booth spaces.

Food Trucks and Trailers must notify a FCHD Committee Vendor Coordinator of the total length of your trailer including hitch, generator, window awnings and any openings or extensions that may exceed length of space in order to properly plan and assign a location.

Failure to select the appropriate amount of space or type of vendor for your booth may result in additional fees being incurred.

APPLICATION ACCEPTANCE: Previous participation in the festival, does NOT guarantee automatic acceptance in the 2020 festival.

LOCATION ASSIGNMENTS: All vendors locations are assigned by the FCHDC representative, requested locations are not guaranteed. Assignments are based on a variety of factors, including power availability, Fire Code restrictions. FCHDC representative will notify approved applicates of general placement of your booth prior to the event, however assigned locations often will change as set up begins.

LOAD-IN TIMES & LOAD-OUT TIMES: All Food Vendor Applicants with food trailers are to be at the Farmer City Square, 100 S. Main St. for check in by 2pm on Thurs. and Friday, with Set up by 4pm. *NO EXCEPTIONS.* All other Food Vendor types, must check in by 3pm on Thurs. and Fri.,

Street Vendors, will be set up by 4pm on Thurs. and Fri. and by 9am on Sat.

You are asked to pull-up to your assigned booth location (as close as possible due to carnival), unload and go park your vehicle PRIOR to any set-up of your area. We ask that all vendors do their best to have their booths set-up by the opening of the festival. **NO VEHICLE STREET ACCESS WILL BE AVAILABLE AFTER 5pm. on THURSDAY or FRIDAY, or After 10am on Saturday.**

No Vendor may begin breaking down their booths until after 10pm. on Thurs. or Friday, and 11pm on Saturday, unless prior arrangements have been made or vendor has been otherwise notified by an authorized FCHD coordinator.

No vehicles will be allowed on Main Street during the event, unless authorized by FCHD coordinator, prior to close of the festival each evening. Under no exceptions, will a Food Trailer be allowed to be removed from the festival area until 11:30 pm. on Saturday or Sunday until 6pm, unless prior arrangements have been made and approved with the FCHD Coordinator. All Food Vendors must be removed by 10pm Sunday **ALL POWER WILL CEASE** at 10pm. Sunday.

HEALTH INSPECTION REQUIREMENTS: Any Food Vendor and/or Street Vendor that will be providing food/beverage for sale or as promotional give-away will be subjected to inspection by the DeWitt County Health Department. You must obtain the required food permit from DeWitt (County Public Health and have it displayed at your booth. You can contact DeWitt County Public Health for more information

and fees. Vendors are responsible for any associated permit fees required by the County.

HEALTH PERMIT/INSURANCE REQUIREMENTS: All Food Vendors are required to provide a Health Permit and Certificate of Liability Insurance. All Street Vendors are required to provide copy of Temporary Health Permit if providing food/beverage at booth plus Certificate of Liability Insurance. Certificate of Insurance must name Farmer City Heritage Days/City of Farmer City as an additional Insured for May 30, 31 and June 1, 2, 2019. This certificate must accompany your application and meet the following guidelines: General Liability Coverage should have General Aggregate \$2,000,000 and Per Occurrence \$1,000,000. If you have employees working your booth, it must indicate Workmen's Compensation limits of 100,000/500,000/100,000.

ELECTRICAL: Electricity is limited therefore; you must indicate and submit payment for electricity at the time of application. Should you not indicate need for electricity on your application, it will not be available for your booth. Vendors are responsible for supplying their own damage free extension cords. All outlets will be GFI, no exceptions.

WATER: Any vendor needing a water hook up, must inform FCHD in advance. Water hook up must be essential and will almost always be limited to food concessions. We do not guarantee all will have a water hookup, however FCHD will do their best to get water to those most in need.

WEATHER PREPARATION: All vendors that provide a canopy or tent for their vendor area are required to stabilize their equipment utilizing ropes to anchor their units to the ground. No holes in street will be tolerated, vendor is responsible for supplying weights for tie down if needed.

VENDOR VEHICLES: All vehicles must be cleared from the street by 5pm. on Thursday, 5pm on Friday, 9am on Saturday & Sunday. Designated vendor parking will be identified in your booth assignment packet. If your booth needs to be restocked throughout the festival, you must do so by foot. If you cannot follow these rules, you risk ejection from the festival and forfeiture of your fees.

TRASH: All vendors shall make an extra effort to keep areas immediately surrounding their booth area clean. The Farmer City Heritage Days provides limited garbage cans throughout the festival, these cans are for the general festival use and may not be taken from their location for use in individual booth areas. You must supply your own garbage can in your area, that you provide your own.

ALL VENDOR REQUIREMENTS: You are responsible for providing your own extension cords, water hoses, garbage cans, tarps, ropes, cords, staple guns, tie wraps, etc. Please be sure to bring rubber mats to cover up all outside cords on the ground to protect the patrons. Please plan on

cleaning up your area throughout the event and at the closing of each night of the festival.

PROPERTY DAMAGE LIABILITY: Vendor agrees to pay for any damage done by it or its agents and employees to any personal or real property of the Farmer City Heritage Days or City of Farmer City

REFUNDS: NO REFUNDS unless cancellation is made IN WRITING before, **April 1, 2020.**

FAILURE TO COMPLY: By signing the festival application form, you have acknowledged the Rules & Regulations of the festival listed. Failure to comply with any of the rules and regulations could result in forfeiture of any and all fees, in addition to but not limited to, potential ejection for the 2020 Farmer City Heritage Days and future years.

ANY QUESTIONS MAY BE DIRECTED TO:
Farmer City Heritage Days • PO Box 102 • Farmer City, IL 61842
[E-MAIL: farmercityheritagedays@hotmail.com](mailto:farmercityheritagedays@hotmail.com)

[Or committee chair noted on your application form](#)

