



SEPTEMBER 20, 21, 22

STARLITE MANAGEMENT & PRODUCTIONS

PARTICIPANT RULES & REGULATIONS:

- 1. THE PRICE OF EACH FOOD BOOTH INCLUDES THE FOLLOWING:**
 - a. ONE 8' X 8'
 - b. FIRE DEPARTMENT INSPECTION PERMIT (IF REQUIRED)
 - c. HEALTH DEPARTMENT INSPECTION PERMIT (MANDATORY)
 - d. ELECTRICAL FEE FOR **ONE** – 10 AMP CIRCUIT (there is limited power in most areas)
(There will be a charge for additional power requested, if available, starting at \$150.00)
- 2. ALL FOOD BOOTH VENDORS ARE REQUIRED TO HAVE THEIR OWN CERTIFICATE OF LIABILITY INSURANCE OR PURCHASE A SPECIAL EVENT POLICY AVAILABLE THROUGH STARLITE MANAGEMENT & PRODUCTIONS (SMP).**
- 3. YOU MUST BE 21 YEARS AND OVER TO BE ACCEPTED AS A FOOD VENDOR AT THIS EVENT.**
- 4. ALL VENDORS ARE PROHIBITED FROM SELLING ANY BEVERAGES AT THEIR BOOTHS.** If a vendor is seen selling ANY beverages from their booth area, vendor **WILL FORFEIT THEIR BOOTH. Booth will be closed.** No refunds will be given. No exceptions will be made
- 5. FLOORING FOR BOOTHS** - Each FOOD vendor MUST put down plywood or other acceptable material under their booth. **You MUST empty GREASE into your own 5 gallon containers. ALL VENDORS MUST TAKE THEIR GREASE WITH THEM AT THE END OF EACH DAY.** Any vendor caught pouring Grease or water into other areas will be reported to the Health Department, and **FORFEIT THEIR BOOTH. Booth will be closed.** NO EXCEPTIONS and NO REFUNDS will be made. *VENDOR will be banned from participating in any SMP events.*
- 6. CONSUMPTION OF ALCOHOL IS PROHIBITED INSIDE WORK AREA OR DISPLAY AREA OF ANY BOOTH DURING THIS EVENT.** Any vendor in violation of this policy will **FORFEIT THEIR BOOTH. Booth will be closed. NO EXCEPTIONS and NO REFUNDS will be made.**
- 7. ANY FOOD VENDOR CAUGHT SELLING A NON-DESIGNATED FOOD ITEM DURING THE EVENT WILL FORFEIT THEIR BOOTH. Booth will be closed.** No refunds will be given. No exceptions will be made. **You are not allowed to "ADD" any food items without approval from Event Specialist/Concession Manager.**
- 8. DURING THE EVENT, FOOD VENDORS MUST POST ALL FOOD PRICES AT THEIR FOOD BOOTH WHERE THEY CAN BE CLEARLY SEEN. PRICES CANNOT BE CHANGED THROUGH THE DURATION OF THE EVENT.**
- 9. ALL VENDORS MUST BE EQUIPPED TO ACCEPT CASH, DEBIT OR CREDIT CARDS.**
- 10. ALL FOOD VENDORS MUST ATTEND A MANDATORY FOOD VENDOR MEETING – TBA.**

PAYING FOR YOUR BOOTH – If you are accepted and approved as a Food Vendor:

- 1. A PAYMENT invoice will be emailed to you for payment. Space / Booths are NOT RESERVED until payment has been received from Vendor.**
- 2. ALL PAYMENTS ARE NON-REFUNDABLE .**
- 3. METHODS OF PAYMENT:**
 - **CASH, CASHIER'S CHECKS OR MONEY ORDERS | Make Money Orders or Cashier's Checks payable to: STARLITE MANAGEMENT & PRODUCTIONS**
 - **ONLINE PAYMENTS WILL BE ACCEPTED VIA CREDIT CARD (a 3.5% fee will be added)**
 - **NO PERSONAL OR BUSINESS CHECKS WILL BE ACCEPTED. No exceptions**
 - **ONCE PAYMENT IS CONFIRMED, A LAYOUT WITH YOUR SPACE# AND LOCATION WILL BE SENT TO YOU.**

LOAD IN & SET UP INSTRUCTIONS

- 1. LOAD IN & SET UP INSTRUCTIONS WILL BE SENT TO YOU ONE WEEK PRIOR TO THE EVENT.**
- 2. PARKING IS NOT BEING PROVIDED FOR VENDORS. THERE IS LIMITED PARKING IN THE SURROUNDING AREA. ARRIVE EARLY FOR THE BEST OPTIONS IN PARKING.**

Event Specialist,

Judi Deleon

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MANAGEMENT & PRODUCTIONS