

### Alcouffe Center 2021 Harvest Festival Vendor Requirements

Thank you for being a vendor at Harvest Festival 2021 (Saturday Sept. 11th). A few things to remember in order that everything goes as planned:

- All vendor sites must be completed and ready for sales no later than 9:30.
- Canopies must be secured to the ground by stakes or other suitable means (vendors are solely responsible for any damage to their canopies, products or supplies and of any others that may be damaged from a canopy that is not adequately secured).
- All vehicles must be removed from the vendor area and public parking areas by 9:30 unless an area is designated for vendor parking. Designated vendor parking is the overflow parking lot south of the arena or in the Park area north of the ballfield.
- All vendors must vacate the vendor area and grounds no later than 6:30 pm. If you plan to set up on the 10<sup>th</sup> and wish to stay overnight, please advise us. Overnight stay is permitted only in designated areas with Alcouffe Center permission and only in suitable overnight lodging, i.e., tent, RV camper, etc. There are no camper hookups available. There is absolutely no overnighting in the vendor area!
- The perimeter around the vendor area must be kept clear of automobiles except for periods of set-up and unloading products, etc. A passageway must always be left open for vehicles for fire safety and ingress/egress of others.
- Limited security is provided for Friday night. While we will attempt to be sure there are no intruders the Alcouffe Center is not responsible for loss or damage to any vendor's site, products, or materials.
- Vendors may not dismantle their site at any time during the event hours nor vacate before the event closing time of 5:00 pm on Saturday unless for emergency situations.
- Vendors must stay within the confines of their rented space and must align the back of canopy with the designated chalk lines. Only an adequate walk space for vendor personnel is to be left between vendor spaces unless the area is designated as being open for other purposes.

Again, thank you for being a vendor. Compliance with these requirements will result in fair and equal treatment for every valued vendor and the best possible outcome for the event!