



FOOD VENDOR Guidelines

Frontier Day – 5/4/19

The Frontier Day event at Saloon Studios Live will feature handcrafted arts and crafts, local and regional music, children's activities, and great food. Frontier Day will be held on **Saturday, May 4**, from **10:30am to 6:30pm**, and **will proceed rain or shine!**

*****PLEASE READ THE FOLLOWING GUIDELINES CAREFULLY!*****

- Due to limited spaces, early applications are encouraged! The Food Vendor Application details the booth size costs, deadlines & other important information.
- We reserve the right to limit the number and type of food items that you may sell.

● A CERTIFICATE OF INSURANCE IS REQUIRED FOR ALL FOOD VENDORS. NO EXCEPTIONS!

CLEAN-UP DEPOSIT REQUIRED

- **A clean-up deposit for each food vendor booth is REQUIRED, no exceptions. The deposit is \$75 for 12x12 booth or \$125 for 12x24 booth.** The deposit **MUST** be a separate check than the vendor space fee. The cleanup deposit may be deposited by the event, and will be returned after the event **AND** upon documentation of successful cleanup. Please allow at least 2 weeks after the event to receive your clean-up deposit fee back.

HEALTH DEPARTMENT & FIRE MARSHALL RULES

- Health Department personnel will supervise the load-in & setup of food vendors.
- All food vendors should complete a Temporary Food Establishment Permit Application to be submitted to the Health Department (*form available at <http://www.apphealthcare.com/wp-content/uploads/2014/02/TFE-Application-12-2013.pdf>*).
- Vendors must adhere to all rules and regulations of the Ashe County Health Department and Fire Marshall. All food vendors will be inspected prior to selling products and are responsible for paying appropriate fees to them, when applicable.
- Electric cords **MUST** be covered at the booth and across any walkways.

SALE OF SOFT DRINKS & BOTTLED WATER

- Soft drink and water are exclusive event concessions. All vendors must purchase soft drinks & bottled water items from our local bottler, Dr. Pepper Bottling Company of West Jefferson. Please call (336) 246-4591 to order.



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VENDOR EXPECTATIONS & RULES

- All food vendors are required to submit a current updated Certificate of Insurance. Failure to do so will delay your application being processed.
- If you use a trailer as your food booth, please include a photo of the trailer that shows the sale window in relation to the trailer tongue. This will help event personnel with the load in and set up process.
- Please submit 2-5 photos of your booth setup & items with application.
- Vendors must comply with the assigned load-in time. Early or late arrival is not permitted.
- There is a limit of one vehicle per vendor space during load-in.
- Vendors are responsible for booth setup. The event will not provide tents, tables or chairs.
- All tents must be firmly secured in case of wind. A system such as buckets filled with concrete may be used.
- Vendors are responsible for the protection of their food and their food preparation items from rain.
- Vendors are responsible for supplying their own water, electricity, and any needed electrical cords.
- If you sell items that you have not been approved to sell you will be warned one time only. The second time you will be asked to stop all sales and close your booth, with a forfeit of your space fee and deposit, and you will be banned from the event the following year.
- Prices of all items for sale must be clearly displayed. Failure to do so will result in loss of the deposit fee and you will be banned from the event the following year.
- Booths **MUST** stay open during full event hours and be ready for business at least one-half hour prior to event start time. Event personnel will be available to direct you to your assigned space for unloading and to assist you with any setup or other questions.
- No vehicles will be allowed in the event area later than one-half hour prior to event start time or one-half hour after event closing time.



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CLEANUP/DISPOSAL REQUIREMENTS

- All trash **MUST** be disposed of in the event-provided dumpsters or other designated location, and **NOT** in trash cans along the street. Trash must be disposed of at the end of the event or taken with you. If you leave trash & do not dispose of it properly, you will lose your cleanup deposit and may be banned from the event the following year.
- Grease **MUST** be taken with you. Dumping of grease anywhere else is prohibited and, if violated, you will lose your deposit and will also be banned from the event the following year.

DISCLAIMER OF DAMAGE OR INJURY

- Saloon Studios Live, LLC, cannot be held liable for loss of or damage to food or items used in food preparation, or to injury to anyone participating in the event.
- **ALL VENDORS MUST SIGN THE RELEASE & INDEMNIFICATION AGREEMENT FORM TO PARTICIPATE IN THE EVENT.**

VENDOR REFUND POLICY

- Vendor fees will be refunded minus a \$25 handling fee prior to April 1st.
- Between April 1st and May 1st, a 50% refund will be granted.
- No refunds will be granted after May 1st.

VENDOR PARKING

- Parking for vendors/exhibitors is available near the event area within a short walk. Vendor vehicles may not remain within the event area.

SALES & USE TAXES

- Vendors are responsible for payment of all applicable **North Carolina Sales Taxes** and are required to obtain a certificate of registration (**NC-BR form, for Sales & Use Tax**) from the NC Department of Revenue (*this form can be found on www.dornc.com*).

Please complete the Application and Release Form and return them, along with vendor fee, clean-up deposit fee & a current insurance certificate(s). Your application is not complete until all items are received.

Due to limited vendor space, early application is encouraged.

For more information, please email info@saloonstudioslive.com or call (336) 877-2374.