

Derrick Days 2018

Saturday, April 28

Food & Beverage Vendor Guidelines

Welcome to Derrick Days 2018!

Whether you're a return vendor, or new to our Festival, we are excited to have you! To make this an enjoyable experience, please read all of these guidelines prior to filling out your application. We've made a few changes from last year, so please note that:

- we are going back to ticket sales for food and beverages;
- vendors must get their own temporary food permit
- we are limiting space to a maximum of two booths; and
- we are limiting vendors who sell the same product (i.e. you won't find 5 snow cone booths this year, only 2).

Festival hours are 9 AM to 5 PM. Please be prepared to open for sales at 9 AM sharp. We will be onsite at 7 AM for set up, and tear down may begin at 4:30 PM. No vehicles will be allowed in the area during festival hours for the safety of attendees.

A limited number of booth spaces are available, so please register as soon as possible. We are limiting vendors that are selling the same product (i.e. only two barbecue vendors, two corn dog vendors). Vendors applying after all available spaces are filled will be put on a wait list. After payment is received and the event date is near, you will receive information regarding your booth number and additional instructions.

Booth Locations: All booth locations will be on Collin Street between Commerce and Main. Specific vendor location requests will be considered, but not guaranteed.

Booth Description: Booth spaces are 15 feet wide. If you have a pre-built booth, trailer or other requirements greater than 15 feet, you will need to have two booth spaces. In order to allow as many vendors as possible there is a limit of 2 booth spaces per vendor.

Responsibilities: Each vendor is responsible for obtaining their own temporary food permit from the Navarro County Health Dept. The cost is \$50. You are responsible for your tables, tent, extension cord (if you require electricity) and anything else you may need. Due to the location of electrical outlets, some booths may require up to 200 feet of cord. **No access to water is provided. You are responsible for providing your own water. No ice is available onsite, but there are several convenience/grocery stores within a mile radius**

where it can be purchased.

A ticket system will be utilized for all Food & Beverage sales. Vendors may NOT accept cash or credit cards. Vendors observed taking cash will be asked to leave. Tickets will be sold by the Festival Committee or its contractor, with a payout to vendors at the end of the day. The Festival Committee will retain 10 percent of each vendor's ticket cash out value and will cut a check to each vendor for 90 percent of that vendor's total sales for the day. Cash out details, booth assignments and set up/tear down instructions will be sent to vendors the week before the event.

Electricity: Electrical outlets are 110/115V and GFI equipped, unless prior special arrangements have been made. All vendor appliances must be compatible with these outlets. If using electricity, you must provide commercial grade, 3 prong extension cords and duct tape to secure electrical cords. Multiple items may not be plugged into the same electrical outlet. Electrical resources are limited and reserved for vendors applying in a timely manner. **Generators are generally not allowed. Silenced generators must be preapproved by the Food and Beverage Coordinator.**

Booth Regulations: Booths must have adult supervision at all times. Vendors are only permitted to sell food and beverage items and must follow the requirements of the Corsicana-Navarro County Health Department (see requirements website.) If you are cooking barbeque, brisket, etc you will need to check with the Navarro County Health Department for current guidelines.

Maintenance & Clean-up: Booth spaces must be kept clean and uncluttered. Vendors are responsible for disposing of all trash and boxes, etc. associated with their booths. Dumpsters will be available in a nearby location.

Unloading & Parking: Cars, trucks or any other form of transportation can not be left in the food vendor area. Parking is available outside of barricaded areas.

Refunds: No Refunds will be given unless you are not selected as a vendor. There is no alternate rain date, and the event will take place regardless of weather conditions, as long as safety permits.

Sales Tax: If your organization is exempt from sales tax liability, you must provide documentation upon request. Others must have a Sales Tax and Use Permit. You are solely responsible for reporting and payment of all sales/use tax applicable to your sales.

Participation in the Derrick Days festival implies your agreement to the above rules and regulations, as well as your consent for photos of your booth, including merchandise,

staff, and/or customers to be used by Derrick Days for festival promotion.

Also implied is your agreement to indemnify and forever hold the Corsicana and Navarro County Annual Events (dba Derrick Days), its officers, directors, agents and members, City of Corsicana, or Navarro County blameless from any failure to comply with the reporting of the taxes, nor any liability for any accident or any other problems that we cannot control.

Still have questions? Contact Lori Haynie at 903-654-3874 or Ann Marett at 903 654-0239.