

Duck Creek Days 2010
ARTS * CRAFTS * FOOD * MUSIC * CHILI-COOKOFF

JULY 16TH & 17TH 2009
Friday 12:00 pm to 6:00 pm
Saturday 10:00 am to 6:00 pm

Duck Creek Days/Tracey Cassano
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Rules & Regulations

SECTION 1. BOOTHS

- a. Each space allocated is 12' x 12'. This is the maximum space for one booth. All advertising, canopy ties, trailers, vehicles, display stands, etc., must be within the allotted space. If you need more space, indicate on the application how many additional spaces you will need. If you fail to stay within your allotted space, you may be fined \$100.00 or be asked to leave. We reserve the right to refuse to rent space to any vendor.
- b. All spaces are assigned by a designated representative of Duck Creek Days 2010 and are subject to change by said designee up to and during the event. If a vendor space located next to an assigned space becomes vacant, a vendor may speak with the assignee regarding purchase of the additional space.
- c. To better accommodate the layout of the grounds, it is required that each applicant submits a picture of their booth or a sketch of their layout accompanied by photos of merchandise to be sold. IF YOU PARTICIPATED IN THE PREVIOUS YEAR'S EVENT AND YOUR LAYOUT OR PRODUCT HAVE NOT CHANGED, YOU DO NOT HAVE TO PROVIDE THIS INFORMATION.
- d. Activities begin at noon on Friday. You must be set-up and have all vehicles out of the event arena by 10:00 a.m. on Friday. Booths must be open by noon Friday. Vendors are required to operate their booth both days during all hours of the event.
- e. Each vendor is required to have a canopy covering his or her space. Vendors must provide their own tables, display racks, chairs, banners, dolly for unloading goods or materials and/or canopy and other materials necessary to operate his or her booth. *Tents and supplies may be purchased through local businesses. Please log on to www.duckcreekvillage.com for information.*
- f. Vendors are responsible to set up their own display and clean-up their area. Displays must be clean and orderly with back stock stored neatly under the display tables within the vendor booth and not seen by customers
- g. Vendors are not allowed to sell any merchandise found to be offensive by the Duck Creek Days organizing committee or to distribute or display and religious or political

literature for the purpose of attempting to influence a person's religious or political beliefs.

- h. Fees will not be refunded after June 30, 2010. Requests for refunds prior to that date must be submitted in writing by the applicant and received by the Duck Creek Days organizing committee by June 30, 2010.

Section 1A. Concession Booths

A concession (food) booth is any booth selling ready to eat food, confections and/or non alcoholic beverages for consumption at Duck Creek Days. It is the vendor's responsibility to know and provide any permits (i.e., food handlers permits) required to run their booth. The Health Department's phone number is (435) 644-2537. Vendors should have enough provisions to feed the crowd from Friday 12:00 pm to 6:00 pm on Saturday. *Concession vendors may remain open through the Friday and Saturday entertainment from 6:00 pm to 10:00 pm.*

Section 1B. Craft & Game Booths

A craft booth is anyone selling merchandise that is non-consumable or consumables that are pre-packaged, but not ready for consumption at Duck Creek Days. Game booths are any booths that provide entertainment. Craft and game vendors are not permitted to do the following:

1. Sell bottled, canned or boxed beverages, candy, gum or food that is ready for consumption.
2. Body piercing or permanent tattooing.

Section 1C. Attraction/Ride Booth

An attraction/ride booth is anyone selling tickets to an attraction that does not fit a typical booth space or layout. Examples of this would be bounce houses, giant slides or rides of any sort. These booth spaces will be assigned designated area space, based on need and availability, by a designated event coordinator.

Section 1D. Water Hook-ups

There are no water hookups available for concession, craft, or game booths. Concession vendors needing to replenish their water supplies may go to the sponsor's booth and request to meet with an event coordinator who will make every attempt to acquire water.

Section 1E. Electrical Hook-ups

A limited number of electrical connections will be available for those who require it on a first come first served basis. Electricity will be provided for those who request it on the application for the purpose of operating a kitchen or other equipment necessary for booth operations. Electricity of air conditioning units, fans or booth lighting will NOT be available using these electrical hookups. There is a fee for the electricity as stated on the application. It is the vendor's responsibility to their own heavy-duty 10 gauge extension cord. REMEMBER there are a limited number of electrical hookups and it is recommended that you reserve these hookups as early as possible. Once the limited number of electrical connections has been reserved, a vendor needing power will have to furnish their own source. To ensure a pleasant environment, please make sure your generators operate quietly.

SECTION 2. SET UP & TAKE DOWN

Section 2A. Set Up

Set-up hours are from Thursday, July 15th, 8:00 am to 8:00 pm. Those who absolutely cannot arrive to set-up by Thursday evening must arrive no later than 8:00 am on Friday July 16th. However, unloading of vehicles must be completed immediately. **ALL VEHICLES AND LOADING EQUIPMENT MUST BE OUT OF THE EVENT ARENA BY 10:00 AM ON FRIDAY JULY 16TH**. All booths must be set-up and operational by 11:00 am on Friday July 16th.

Section 2B. Take Down

Vendor Vehicles are not allowed back inside the vendor arena until 6:00 pm on Saturday, July 17th. Vendors are reminded to be extremely cautious of all pedestrians that may be in the arena during take down.

SECTION 3. GENERAL RESTRICTIONS

Section 3A. Alcoholic Beverages

No sale of alcoholic beverages is allowed by vendors at the event.

Section 3B. No Weapons

No weapons of any kind, which includes BB guns, marshmallow guns, potato shooters, or any other items deemed by the Duck Creek Days organizing committee to be a weapon.

Section 3C. No Pets

No pets of any breed or size are allowed inside the event arena weather leashed, unleashed or hand carried by a vendor or guest. A vendor or guest who walks their dog in the parking area is required to keep the dog on a lease at all times and dispose of any dog excrement left on the ground. This becomes effective upon arrival and remains in effect until departure from the event grounds. Violators may be evicted from the event.

Section 3D. No Camping

No camping or sleeping overnight in booths, vehicles or on the grounds. Information on local accommodations can be found at www.duckcreekvillage.com.

SECTION 4. VEHICLES

Section 4A. Vendor Vehicles

Vendors vehicles are not allowed within the event arena between 10:00 am on Friday and 6:00 pm on Saturday. All Vendor vehicles that will enter the arena at anytime will need to provide proof of vehicle insurance.

Section 4B. Personal Vehicles

No personal electric carts, ATV's, or bicycles are allowed inside the booth arena unless specifically assigned by the Duck Creek Days committee to an event task requiring usage of said vehicle.

Section 4C. Vendor Parking

The venue will provide vendor parking by permit. Soil conditions will be the determining factor as to the number of vehicles the area can contain, which will be unknown until just prior to set-up.

SECTION 5. SECURITY

Security does not guarantee against loss, theft or breakage. It is merely a courtesy to ward off potential theft. Vendors leaving goods or display material overnight do so at their own risk. Security will be provided during the following hours:

Thursday 8:00 pm to Friday 8:00 am

Friday 6:00 pm to Saturday 8:00 am

SECTION 6. INSURANCE

The venue provides its own self-insurance for the grounds – not for the vendor's booth space, products, damages, breakage, or injuries. The vendor is not required, but it is suggested to provide his or her own business insurance and holds harmless the venue, the host location, facilities, property management and the Duck Creek Village Association from injury, damages or loss at the venue.

SECTION 7. RULES OF CONDUCT

All concessionaires/vendors are expected to conduct themselves in a professional manner according to the rules of the agreement. Any unruly conduct, threatening or aggressive behavior, refusal to follow rules, or use of fowl language will be considered grounds for expulsion from the event without refund. Duck Creek Days is an outdoors event conducted whether rain or shine. Failure to appear within the required set-up guidelines as defined in Section 2A, will terminate the agreement and cause space to be reassigned/filled with-out refund.