

## Vendor Guidelines

- Vendors may start setting up at 7:00 am on Saturday, September 30, 2017.
- Vendors must participate until the specified closing time.
- The fee for Booth Space is \$25.00
- The fee for Booth Space with electricity is \$30.
- All fees are NON-REFUNDABLE.
- Booth sizes are 12 x 12 **NO Exceptions.**
- You will need to bring tables, chairs, extension cords, tents & etc. We only provide the space.
- Electricity is very limited and will only be given to vendors that have paid in advance. You are required to bring your own extension cords.
- Pop up tents are permitted, you must weigh down tent in case of wind. Staking tents is NOT permitted. You will be on gravel or pavement.
- All tents with tie downs, trailers with tongues, backdrops & etc. must fit entirely within the space you rented. (You may rent 2 spaces if needed.)
- There can only be one vendor per company. (Ex. Only one Scentsy will be allowed) Only the first person to turn in their PAID Vendor Application will be accepted.
- AutumnFest is a rain or shine event. NO REFUNDS WILL BE GIVEN.
- MO State Law requires Vendors to have a Sales Tax ID Number for Special Events. It is the responsibility of the vendor to obtain this Tax ID Number.

### Parking

- Cars/Trucks will not be permitted to park inside the AutumnFest area with the exception of persons with a valid handicap sticker and Food Trucks. **You must notify the committee in advance if you are handicapped and require this type of spot. Spaces are limited.**
- You will be allowed to drive in to unload and then **PROMPTLY** move vehicle outside of the AutumnFest area and park. We will have volunteers available to help you unload.
- **ALL** vehicles and trailers must be off of the streets and out of the vendor area by 8:00 am.
- All vendors with the exception of food trucks will enter on the north end of Allen Street.
- Volunteers will direct you to your assigned spot.

### Food Vendors

- All food vendors must comply with the Montgomery County Health Department Regulations. This information can be obtained by calling (573) 564-2495.
- Food vendors will also be required to have fire extinguishers in accordance with fire code.
- Alcohol will only be served at AutumnFest approved sites.

**Anyone that does not abide by the guidelines will not be allowed to return as a vendor in the future, and may be asked to leave without a refund. We apologize for any inconvenience; your safety, and the safety of our visitors is our biggest concern.**