

# 2008 ART UNDER THE ELMS NON-PROFIT FOOD VENDOR REGULATIONS

## PEPSI PRODUCTS

- AUE is a PEPSI sponsored event; all vendors are required to purchase any commercial beverage products, including bottled water, from PEPSI. For more information, and a selection of products, please contact:  
PEPSI (208)743-6535

## GENERAL EVENT POLICIES

- AUE reserves the right to close any booth that does not conform to general standards of safety, cleanliness, attractiveness, or good taste. Operators exhibiting behavior not in accordance with accepted standards, including but not limited to illegal activities, will be asked to vacate the premises immediately.
- Animals, with the exception of Service Animals, are prohibited.

## BOOTH SIZE

- Each primary space measures 16' x 16', **including frontage**.

## CHECK-IN/SET-UP

- Set-up is Thursday, April 24.
- You will be assigned check-in/set-up time prior to AUE.
- Vendors **must not** block the Fire Access during set-up.
- Vendors will receive 1 AUE Parking Pass that permits entry to the loading/unloading area to unload inventory and materials for a maximum of 1 hour during check-in. **No vehicles may enter the campus without a loading pass.**
- Vendors are responsible for labor & equipment needed for set-up.

## ENTRANCE/PASSES TO AUE

- Each member of your staff must have a Food Vendor Pass for entrance to AUE. Passes will be issued at check-in.
- Lost passes will not be replaced.

## MENU

- Your menu is limited to items submitted for approval during the application process.
- Vendors found to selling other items will be asked to remove said items or leave immediately.

## OPERATING HOURS

- Non-Profit Food Vendors have the option to be open and operating during the following show hours:  
Friday, April 25, 9:00 a.m. to 7:00 p.m.
- Non-Profit Food Vendors **must** be open and operating during the following show hours:  
Saturday, April 26, 10:00 a.m. to 7:00 p.m. & Sunday, April 27, 10:00 a.m. to 4:00 p.m.

## COMMISSION

- A 10% Commission on your gross sales in excess of \$50 will be collected Sunday at 3:30 p.m.

## TAKE-DOWN

- Take-down is Sunday, April 27 beginning at 4:00 p.m.
- Artisans may use the security monitored loading zone, for a maximum of 1 hour, to load inventory and exhibit materials. **No vehicles may enter the campus prior to 4:00 p.m. on Sunday.**
- Vendors are responsible for labor & equipment needed for take-down.

## SECURITY

- LCSC is not responsible for loss of merchandise or money due to theft or any other cause.
- Security is provided by local and Campus law enforcement agencies during the following hours:  
Thursday, April 24, 9:00 p.m. to Friday, April 25, 7:00 a.m.  
Friday, April 25, 6:00 p.m. to Saturday, April 26, 10:00 a.m.  
Saturday, April 26, 6:00 p.m. to Sunday, April 27, 10:00 a.m.

## FACILITY USE

- Parking is available **ONLY** in designated areas and is prohibited on interior campus streets and lawns. Vendors will be prohibited from parking on the street surrounding the campus from Noon on Friday until 4:00 p.m. on Sunday. A campus lot, located on the intersection of 11<sup>th</sup> Avenue & 4<sup>th</sup> Street, for overnight parking is available for your use. For more information contact:  
LCSC Campus Security, 500 8<sup>th</sup> Avenue, Lewiston, ID 83501 (208)-792-2226

## HEALTH DISTRICT

- Vendors must comply with all regulations and permit requirements of the Idaho State Health Department. For more information contact:  
North Central District Environmental Health, 215 10<sup>th</sup> St., Lewiston, ID 83501 (208) 799-0353

## TAX COMMISSION

- A permanent or temporary Idaho State Tax Permit is required. For more information contact:  
Idaho State Tax Commission, P.O. Box 1014, Lewiston, ID 83501 (208)-799-3491