

2009 ART UNDER THE ELMS 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 are not permitted on LCSC property, with the exception of identified Service Animals.

BOOTH SIZE

- Each primary space measures 16' x 16', **including frontage.**
- If your set-up exceeds 16' x 16' **you must reserve additional space in 4' x 4' increments.**

CHECK-IN/SET-UP/RE-STOCK

- Set-up is **Thursday, April 23.**
- 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 Jury application process.
- Vendors found to be selling other items will be asked to remove said items or leave immediately.

OPERATING HOURS

- Commercial Food Vendors must be open and operating during the following show hours:
 - Friday, April 24, 12:00 p.m. to 7:00 p.m.
 - Saturday, April 25, 10:00 a.m. to 7:00 p.m.
 - Sunday, April 26, 10:00 a.m. to 4:00 p.m.

COMMISSION

- A 10% Commission on your gross sales will be collected Sunday at 3:30 p.m.

TAKE-DOWN

- Take-down is Sunday, April 26 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 damage to, or loss of, merchandise or money due to theft or any other cause.
- Security is provided by local and Campus law enforcement agencies from Thursday, April 23, 2009 - Sunday, April 26, 2009.

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 11th Avenue & 4th Street, for overnight parking is available for your use. For more information contact:
LCSC Campus Security, 500 8th Avenue, Lewiston, ID 83501 (208) 792-2226

FIRE DEPARTMENT

- Vendors must comply with all regulations of the Lewiston Fire Department. For more information contact:
Lewiston Fire Department, Fire Prevention Division, 1245 Idaho Street, Lewiston, ID 83501 (208) 743-3554
Fire Regulations for Festival Cooking are available online at: www.cityoflewiston.org

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 10th St., Lewiston, ID 83501 (208) 799-0353
NCDHD forms are also available online at: www.idahopublichealth.com

TAX COMMISSION

- A completed ST-124 Tax form with your 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 Ext. 24