

2009 ART UNDER THE ELMS FAMILY FUN VENDOR REGULATIONS

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.

CHECK-IN/SET-UP

- Set-up is Friday, April 24; 9:00 a.m. – 11:00 a.m.
- Vendors **must not** block the Fire Access during set-up.
- Vendors will receive 1 AUE Loading 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 Family Fun Vendor Pass for entrance to AUE. Passes will be issued at check-in.
- Lost passes will not be replaced
- Additional entrance passes may be purchased at any Admission Station; 3-day wristbands are \$2.

SALES

- Your sales are limited to those attractions/items submitted for approval during the application process.

COMMISSION

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

OPERATING HOURS

- Family Fun 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.

TAKE-DOWN

- Take-down is Sunday, April 26 beginning at 4:00 p.m.
- Family Fun Vendors 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 23, 9:00 p.m. to Friday, April 24, 7:00 a.m.
 - Friday, April 24, 7:00 p.m. to Saturday, April 25, 10:00 a.m.
 - Saturday, April 25, 7:00 p.m. to Sunday, April 26, 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 8:00 a.m. on Thursday until 4:00 p.m. on Sunday. A campus lot for overnight parking is available for your use. For more information contact:
LCSC Campus Security, 500 8th Avenue, Lewiston, ID 83501 (208) 792-2226

INSURANCE

- A Certificate of Insurance may be required.

TAX COMMISSION

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

Signature

Date