



## 2026 Art Under the Elms Food Vendor Application, Rules, Regulations & Liability Contract Event Date: 4/17/26 – 4/19/26

### **Introduction:**

Thank you for your interest in applying to operate food truck LC State's annual *Art Under the Elms*, taking place April 17–19, 2026. This cherished community event benefits both the participating artists and Lewis-Clark State College's (LC State's) Center for Arts and History (The Center). The Center's mission is to connect the campus, community, and world through experiences in arts, culture, and the humanities. All proceeds from the event support the Center's programming through exhibitions, public programs, and arts education initiatives.

*Art Under the Elms* (hereinafter referred to as 'AUE' or 'the Festival') will also coincide with LC State's Family Weekend, which draws families and friends of current students as well as alumni to the college, and the event is free and open to the public. In addition to showcasing 75 artisan vendors, *Art Under the Elms* features hands-on activities for children in the Children's Art Tent, a variety of food vendors, pop-up art exhibits, and outdoor art installations, a line-up of live music, dance, and theater performances, poetry and prose readings and film screenings. The event is hosted on LC State's scenic campus in Lewiston, ID. As one of LC State's signature annual events, *Art Under the Elms* attracts more than 8,000 visitors over three days, thanks to extensive marketing efforts, including print, newspaper, website, radio, and social media promotions.

To ensure a diverse selection of food vendors, each business may submit only one application and operate one food truck at the event. If you wish to bring additional trucks, we can place them on a waitlist. Should space become available after reviewing all vendor applications, we will notify you.

Please review this document carefully. Agreement to the terms and conditions is required for participation and is a key part of the application process.

### **2026 Timeline and Deadlines:**

|                   |                                                                           |
|-------------------|---------------------------------------------------------------------------|
| November 7, 2025  | Food vendor application available on CAH's website                        |
| January 30, 2026  | DEADLINE for food vendor applications                                     |
| February 20, 2026 | Deadline for fee payment                                                  |
| March 6, 2026     | Deadline for cancellation with partial refund, no refunds after this date |
| March 16, 2026    | Parking and map information with instructions for permits will be emailed |
| March 27, 2026    | Deadline for health permit, fire permit, insurance, tax registration      |
| April 16, 2026    | Artist check-in and set up                                                |
| April 17, 2026    | <i>Art Under the Elms</i> Hours: 12:00 p.m. – 7:00 p.m.                   |
| April 18, 2026    | <i>Art Under the Elms</i> Hours: 10:00 a.m. – 7:00 p.m.                   |
| April 19, 2026    | <i>Art Under the Elms</i> Hours: 10:00 a.m. – 4:00 p.m.                   |

**2026 Fee Schedule:**

Art Under the Elms **DOES NOT** charge a commission from food vendors. Instead, we implement a flat fee based on the size of your food truck.

To ensure a diverse selection of food vendors, each business may submit only one application and operate one food truck at the event. If you wish to bring additional trucks, we can place them on a waitlist. Should space become available after reviewing all vendor applications, we will notify you.

The food vendor fee is due upon acceptance, with a deadline of February 1, 2026 (invoices will be sent upon acceptance). The Art Under the Elms truck/booth fee is 75% refundable if canceled by February 22, 2026. No refunds will be issued after this date. Please note, the application fee is non-refundable.

|                                   |           |
|-----------------------------------|-----------|
| Application fee*                  | \$35.00   |
| *Early Bird fee application fee   | \$30.00   |
| *Returning Vendor application fee | \$20.00   |
| Truck size                        |           |
| - Beverage only truck             | \$500.00  |
| - Up to 19'                       | \$900.00  |
| - 20' – 29'                       | \$1100.00 |
| - Over 30'                        | \$1300.00 |
| Electricity                       | \$50.00   |
| Water access                      | \$50.00   |

\*non-refundable

Food or specialty: \_\_\_\_\_

Have your (or your business) ever participated in *Art Under the Elms* in the past? \_\_\_\_\_

If yes, what year(s)? \_\_\_\_\_ Under what name? \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Address: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email address: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_

Address: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email address: \_\_\_\_\_

**Complete Menu:**

List and describe all foods and beverages and their prices that you plan to offer at *Art Under the Elms*:

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**Licenses, Permits, Insurance, Registration:**

Vendors are required to obtain and maintain the necessary licenses and permits to operate as a mobile food vendor in the State of Idaho, Nez Perce County, and the City of Lewiston. The requirements and deadlines are outlined in the table below. For any questions about specific requirements not covered in this document, please contact the relevant agency. Contact information, details, and links can be found on the next page.

|                                                     |                                                                                                                                   |                                             |
|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| Health Permit                                       | North Central District Environmental Health                                                                                       | Permit number due to AUE by <b>March 27</b> |
| Fire Permit for Mobile Food Preparation Vehicles    | State of Idaho Fire Marshall & Lewiston Fire Department                                                                           | Permit number due to AUE by <b>March 27</b> |
| Certificate of Insurance                            | Your insurance provider                                                                                                           | Due to AUE by <b>March 27</b>               |
| Idaho Tax Commission Event Participant Registration | Online form required of all event participants, regardless of sales permit status. Event ID will be provided to accepted vendors. | Submit form by <b>March 27</b>              |

**Health Permit:**

All food vendors must comply with all regulations and permit requirements of the Idaho State Health Department. For current information, contact:

North Central District Environmental Health 215

215 10<sup>th</sup> St.

Lewiston, ID 83501

208-799-3100

Forms are available online at: [www.idahopublichealth.com](http://www.idahopublichealth.com)

**Fire Permit for Mobile Food Preparation Vehicles:**

Vendors are required to comply with all regulations set by the State of Idaho Fire Marshal and the Lewiston Fire Department.

The Idaho State Fire Marshal will inspect all food vendors on Friday, April 17, at 10:00 a.m. **You must have a representative present at your booth during this inspection.** Failure to complete the inspection will result in your inability to operate for the duration of the Festival.

An inspection checklist and state policies will be provided via email before the inspection. Please note that if you do not pass the inspection, the Fire Marshal may restrict your ability to operate for the day. It is your responsibility to ensure compliance with all state requirements. **No refunds will be issued for application or booth fees if a vendor fails the inspection.**

**IMPORTANT NOTE:** Cooking is strictly prohibited under any tent, canopy, or membrane structure, including the

use of fryers, BBQs, or grills. Sterno canisters for food warmers only are allowed. Any food vendor application that includes cooking under a tent will be denied.

Fire Regulations for Festival Cooking are available online at: [www.cityoflewiston.org](http://www.cityoflewiston.org).  
Idaho State Fire Marshal – Main Phone Line: 208-334-4370 (Contact: Josh Masterson)

For more information on City requirements, contact:  
Lewiston Fire Department  
Fire Prevention Division  
1245 Idaho St., Lewiston, ID 83501  
(208) 743-3554

**Certificate of Insurance:**

All food vendors shall provide LC State with a Certificate of Insurance evidencing Commercial General Liability coverage with limits of at least \$1,000,000 per occurrence for bodily injury, property damage, and personal injury. The Certificate shall name the State of Idaho, Lewis-Clark State College as additionally insureds.

Food vendors operating from a motorized vehicle must also provide evidence of Automobile Liability Insurance with limits of not less than \$1,000,000 per occurrence, naming the State of Idaho, Lewis-Clark State College as additionally insureds.

Food vendors employing more than one individual must provide proof of Workers' Compensation with statutory limits and Employer's Liability coverage of not less than \$1,000,000 for each E.L. category.

**Idaho Tax Commission Event Participation Registration:**

If you are selling goods of any type, a permanent or temporary Idaho State Tax Permit is required. Vendors must register on the Idaho Tax Commission website:

Event ID: TBD  
Start Date: April 17, 2026  
End Date: April 19, 2026  
Location: 500 8<sup>th</sup> Avenue, Lewiston, ID 83501-0000

**Vendor Registration Instructions:**

1. Visit [tax.idaho.gov/GoToTAP](http://tax.idaho.gov/GoToTAP) and select "Register as a Temporary Seller or Promoter" under "Sellers and Promoters."
2. Select "Seller WITH Event ID" and click "Next."
3. Choose "I am going to an event" and click "Next."
4. Enter the Event ID and click "Next."
5. Input your seller information and click "Next."
6. Choose your purpose: "I am not making taxable sales," "I have a regular permit," or "I need a temporary permit," then click "Next."
7. Review your details and click "Submit."
8. Check your email for further instructions or your Temporary Seller's Permit (if applicable).

**Important:** All participants must register. Regular Sales & Use Tax permit holders do not need a temporary permit. For additional information, please contact Patricia Gilmore at the Idaho State Tax Commission, P.O. Box 1014, Lewiston, ID 83501, or call (208) 799-3491. **Note:** The City of Lewiston Operating License is provided by the event promoter.

### **Food Vendor Check-in and Setup:**

Food vendors must set up on **Thursday, April 16, 2026**, between **9:00 a.m. and 5:00 p.m.** Please arrive at your assigned pull-in time, which will be emailed to you in advance. Check-in times are scheduled based on vendor order to accommodate limited space.

Upon arrival:

- Check in with AUE staff before setting up to receive your location instructions.
- Do not obstruct fire access routes at any time.
- Each vendor will receive one (1) campus loading pass per booth, which allows access to the loading/unloading area for up to 30 minutes during check-in. Vehicles must not be left parked in the loading area.
- The loading pass must be displayed visibly on the vehicle's windshield.
- Vendors are responsible for providing their own labor and equipment for setup.
- Your specific load-in time and campus loading pass will be emailed the week before the event. **\*Note: Your assigned spot is final and cannot be changed.**

### **Inspections: Fire, Health, Safety and Security:**

All vendors must be fully set up and ready for inspection by **10:00 a.m. on Friday, April 17, 2026**. Inspections will be conducted by the Idaho State Fire Marshal, the City of Lewiston Fire Department, Central District Health officials, and the LC State Public Safety Department. During inspections, officials will also verify that all roads, fire lanes, no-parking zones, and other access routes are clear. **Vendors must be present during the inspection. Failure to complete the inspection will result in your inability to operate for the duration of the Festival.** Each vendor is required to provide their own Class K fire extinguisher.

### **Minimum Operating Hours:**

Commercial food vendors must be open and operating during the following hours:

- Friday, April 17, 2026: 12:00 p.m. – 7:00 p.m.
- Saturday, April 18, 2026: 10:00 a.m. – 7:00 p.m.
- Sunday, April 19, 2026: 10:00 a.m. – 4:00 p.m.

### **Menu:**

As part of the application process, vendors must submit a menu with proposed prices. Only items approved during the application process may be sold. Vendors found selling unapproved items will be required to remove those items or may be asked to leave immediately.

### **PEPSI Products:**

PEPSI has all beverage pouring rights, so all vendors are required to purchase any commercial beverage products, including bottled water, from PEPSI. **NO FOUNTAIN BEVERAGES ALLOWED.** For more information, and a selection of products, please contact:

- PEPSI (208) 816-8852 – Contact: Brad Vantrease

### **Cancellations:**

If a vendor needs to cancel after paying the applicable booth, water, and electricity fees, written notification (via email) must be received by March 6th, 2026, to qualify for a 75% refund of those fees. No refunds will be granted after this date for any reason.

If LC State, the City of Lewiston, Central District Health, or any other governmental agency denies permission to hold *Art Under the Elms*, the Center for Arts and History will refund the booth, water, and electricity fees.

### **Canopies/Tents:**

Spring weather in the LC Valley is highly unpredictable and often windy. To ensure safety, all tents must be secured with a minimum of 40 pounds of weight on each corner, with the weights securely attached to the tent frame or legs. Tents

must also be properly staked down. Inspections will be conducted before and during the event to confirm compliance. There are no exceptions—tents that do not meet the weight requirements at all corners must be corrected immediately, or the vendor will be asked to leave the event. In addition, canopies displaying logos from other higher education institutions are not permitted and will need to be removed upon request. Additionally, any canopy deemed inappropriate by Art Under the Elms (AUE) staff must also be taken down.

#### **Vehicle Safety:**

Vendors, employees, and associates must strictly follow all LC State speed limits. The campus speed is restricted to "creeping" speed only. Violators may be ticketed or banned from campus. When backing up a vehicle with a trailer, vendors are required to have a spotter, as this is a high-traffic area for students.

#### **Parking Guidelines:**

- Parking is permitted only in designated areas.
- Please observe the City of Lewiston's residential "No Parking" signs when parking on the street.
- The library parking lot is reserved for ADA parking from 6:00 a.m. on Thursday, April 16, until 4:00 p.m. on Sunday, April 19.
- Parking at Sacajawea Hall is available with a valid parking pass.
- Parking on interior campus streets and lawns is strictly prohibited.
- Vendor parking is located at the intersection of 11th Avenue and 4th Street.
- For more parking information, contact: LC State Public Safety, 500 8th Avenue, Lewiston, ID 83501, (208) 792-2226.

#### **Vendor Badges:**

Vendor badges will be issued at check-in. Lost badges will not be replaced.

#### **Water Access:**

Vendors must request water access prior to arrival. Approved hoses (100' potable, white or clear) with a backflow preventer are required for any water hook-ups.

#### **Electricity:**

Electrical capacity in the food court is limited. To ensure we can meet your needs, please provide the total amperage and type of outlet required in advance. Electrical panel boards will be set up prior to vendor check-in by the LC State Physical Plant Department.

- Vendors must come prepared with heavy-duty industrial extension cords.
- No more than 50 amps of power can be granted.

#### **Garbage:**

Vendors are responsible for proper disposal of waste and must keep their area clean and free of visible trash throughout the event. All vendor trash must be removed from the booth space before departure. Dumping or disposal of coals, ashes, grease, or grey water on campus is strictly prohibited. Please refer to the Food Court Map provided at check-in for the following locations:

1. Cardboard crate and dumpster
2. ERD's recycling receptacles

#### **Security:**

LC State is not liable for any loss or damage to merchandise or money due to theft or other causes. Security will be provided by local and campus law enforcement agencies from Thursday through Sunday.

#### **Conduct:**

Abusive or disruptive behavior by any vendor or their representatives towards anyone or anything will not be tolerated. LC State reserves the right to remove any vendor from the event immediately for any reason, including but not limited to

violations of the terms and conditions of participation at *Art Under the Elms*, as well as the laws of the State of Idaho and the City of Lewiston.

**Firearms:**

Idaho State Law prohibits the carrying of firearms at an event the size of *Art Under the Elms*. For information, please go to <https://www.lcsc.edu/public-safety/campus-security-policies/firearms-on-campus>.

**No Smoking:**

*Art Under the Elms* takes place on a Smoke-Free Clean Air Campus, and smoking is not allowed on the premises. We appreciate your cooperation and hope you enjoy the fresh air. Please note that AUE volunteers will not be able to cover vendor booths during smoke breaks, so plan accordingly.

**Pets:**

In accordance with LC State's Animals on Campus Policy 3.116, pets are not permitted on campus during *Art Under the Elms*. Failure to comply may result in fines, removal from the event, and disqualification from future participation. For more details, please refer to LC State's animal policy: [LC State Animal Rules](#).

**Service Animals:**

Under the ADA, a service animal is defined as a dog (or, in some cases, a miniature horse) that has been individually trained to perform specific tasks directly related to the handler's disability. The tasks performed by the service animal must be directly related to the disability and not merely for companionship or comfort.

**Behavior and Control Requirements:** Service animals must be harnessed, leashed, or tethered at all times, unless these devices interfere with the animal's work or the individual's disability prevents using these devices. In such cases, the handler must maintain control of the animal through voice, signal, or other effective means.

**Responsibility of Handlers:** Handlers are solely responsible for the behavior and actions of their service animals. Handlers are expected to ensure their service animals do not disrupt the event or pose a risk to other attendees, vendors, or staff. Any service animal that behaves inappropriately (e.g., uncontrolled barking, jumping on others, or aggressive behavior) may be asked to leave the premises.

**Solicitation and Political Canvassing:**

In accordance with LC State policy: Picketing, Petitioning, and Distribution of Materials, activities such as picketing, petitioning, and the distribution of materials—including pamphlets, signs, brochures, handouts, banners, flyers, and other free expression items—are permitted in public areas of the LC State campus, provided they do not disrupt normal business operations, teaching, learning, or any reserved events. As *Art Under the Elms* is a reserved event, these activities are not allowed within the designated reserved areas.

**Weather and Force Majeure:**

- LC State may alter the event due to inclement weather or force majeure events. While we will do our best to notify vendors of any changes, it is their responsibility to stay informed through official communications (email, social media, and website) and protect their own booths.
- LC State and its employees are not liable for damage or injury from weather-related events or force majeure occurrences, including storms or natural disasters. No refunds will be issued for booth fees if the Festival is canceled or altered due to these events.
- Vendors are responsible for securing their equipment and merchandise against potential damages and agree to indemnify and hold harmless LC State, its employees, and event organizers from any claims or liabilities arising from their participation, including those related to weather or force majeure.

**Take-down and Checkout:**

Food vendors may begin takedown no earlier than 4:00 p.m. on Sunday, April 19, and must complete it by 8:00 p.m. Vendors are responsible for providing their own labor and equipment for takedown. A security-monitored loading zone will be available for up to 1 hour per booth space to load inventory and materials. Before leaving, vendors must check out with an AUE staff member.

**Vendor Contract & Legal Agreement:**

Your Commercial Food Vendor contract signifies that, upon acceptance to Art Under the Elms, the applying vendor is 18 years of age or older, agrees to be present during all show hours, and will abide by all LC State, City of Lewiston, State of Idaho, and Festival Rules Regulations, Procedures and Guidelines.

Any personal injury to vendor or third parties or any property damage incurred during this agreement shall be the responsibility of the vendor. Vendor agrees to indemnify, defend, and hold harmless the State of Idaho and Lewis-Clark State College, including its agents, employees, and any other covered group or individual, from all costs, losses, damages, liabilities, expenses, demands, and judgments, including reasonable attorney’s fees and court costs, arising out of Vendor’s performance under this Agreement. This obligation applies to bodily injury, property damage, personal injury, or any liability resulting from the negligent or wrongful acts or omissions of Vendor, its employees, agents, or subcontractors, including failure to comply with applicable state or federal laws, regulations, or statutes. However, Vendor’s indemnification obligations do not extend to claims, damages, or liabilities caused solely by the negligence or misconduct of LC State and its agents and employees. This agreement also applies to the use of LC State’s facilities.

Vendor agrees to provide LC State with a Certificate of Insurance as described in the “Certificate of Insurance” section in this agreement. Failure to provide the required Certificate of Insurance will result in the vendor being prohibited from participating and does not obligate AUE to offer reimbursement to the vendor.

Vendor shall not be covered under LC State insurance. Vendor shall be solely responsible for determining and securing all insurance necessary to perform contracted work, including any coverage and licenses required by law, and those meeting the minimum standards outlined in this agreement.

LC State reserves the right to close any booth that does not conform to general standards of safety, cleanliness, attractiveness, or good taste as solely determined by LC State and AUE staff. Operators and/or their employees exhibiting behavior not in accordance with accepted standards, including but not limited to illegal activities, will be asked to vacate the premises immediately.

LC State reserves the right to remove any vendor from the present or future event at their discretion or for breach of event participation rules, regulations, procedures, guidelines, and legal agreements including violation of applicable laws of the State of Idaho, or for disruptive or abusive behavior.

I, the undersigned, have read and agree to the **2026 ART UNDER THE ELMS COMMERCIAL FOOD VENDOR RULES, REGULATIONS and LIABILITY.**

Vendor Name

\_\_\_\_\_  
Vendor Signature

Date

\_\_\_\_\_  
Jessica Waddington, Purchasing Director

Date