



## 3<sup>rd</sup> Thursday Street Festival 2009 Policies and Procedures

### 3<sup>rd</sup> Thursday Committee Contact Information

Jody Sauers: Head of Committee (307) 672.2690 or (307) 751.5982  
Sheridan Chamber of Commerce (307) 672.2485

#### Schedule

Dates:

- Thursdays
- June 18-Sept. 17, 2009 4 Events Total (3<sup>rd</sup> Thursday of each month)

Hours:

- 5:00 p.m.-9:00 p.m.
- All booths must be staffed during all hours of operation for the event.

#### Location

- The 3<sup>rd</sup> Thursday Street Fest is located on Main Street between Alger and Brundage and Grinnell Plaza.

#### Fees

- The cost is \$10/booth space per event. You may prepay for the entire market season and receive a special discount rate of \$35. Refunds will only be given under extreme circumstances and are at the discretion of the 3<sup>rd</sup> Thursday Street Fest Committee if you prepaid but miss a market.
- Please sign and return the **VENDOR REGISTRATION/CONTRACT** along with your event fees. Make checks payable to Sheridan County Chamber of Commerce. **Please retain the 2009 Policies and Procedures for your reference.**

#### Set-Up Procedures

Hours: 4:30 p.m.-5:30 p.m. on the day of the event.

- Vendors are allowed to set up their booth space starting at 4:30 p.m.
- All booths should be set up and ready for the public by 5:30 p.m. **The Events will begin around 5:00 PM.**
- Vendors will forfeit any reserved booth space if they do not arrive by 4:45 p.m. Please contact a Committee Member if you cannot attend as scheduled.

#### Tear-Down Procedures

Hours: 9 p.m.- 10 p.m.

- Vendors are responsible for cleanup of their booth space.

#### Permits/Licensing

- Vendors are responsible for all licensing and permits required by law to sell or promote their product.
  1. **FOOD:** Food Vendors are required to have a Food License or Temporary Food Service Permit if food is being prepared and served. Vendors of raw agricultural products that are not processed do not need a Food License or Temporary Food Service Permit (unless they are not the original grower).
    - a. Meats sold at the market must be processed under state or federal inspection.
    - b. Homemade foods may not be sold unless made in a licensed kitchen.
    - c. Food licenses or permits are available through the Wyoming Department of Agriculture Consumer Health Services personnel
    - d. Contact personnel: Susan Mickelson @ (307) 674-6332 or Dwayne Hinz @ (307) 673-0071.
- **SALES TAX** collection inquiries should be directed to Mike Romanjenko @ (307) 674-8559.

#### Offering Samples

Offering samples is permitted and encouraged during the 3<sup>rd</sup> Thursday Street Fest as long as they are offered in a sanitary manner (**please discuss this in detail with your local food licensing representative**).

Please use the following precautions if you plan to offer food samples:

- Keep samples in clean, covered containers.
- Vendors should wear hairnets/hats and use clean, disposable gloves for distributing food samples.
- Use toothpicks or disposable utensils to distribute the samples.
- Dispose of pits, peels, food waste and rubbish in a leak-proof garbage can.
- Wash and clean produce. Have a handwashing station available for booth workers.
- Utensils and cutting surfaces must be cleaned and sanitized.
- Vendors will be responsible for cleaning up after themselves.

#### **Electrical Services**

- Grinnell Plaza will be where the main power sources are located. Please let us know in advance if you will need power outlets. Power will be assigned on a first come basis, by registration and payment dates.
- If you provide your own power, please note that noisy or potentially hazardous units will not be allowed.

#### **Displays/Signage**

- The 3<sup>rd</sup> Thursday Street Fest Committee reserves the right to disapprove all displays.
- Professionally made or computer generated signs are encouraged; however, handwritten signage is permitted if done neatly and if it does not detract from the overall appearance of the event.

#### **Selling of Products**

All prices, terms of sale, etc. are between buyer and seller only. Vendors may not sell any items not approved or shown in their market application. Event staff has the right to ask vendor to remove any unapproved items from their booth. Any required sales tax collections and remittances are the sole responsibility of the seller. Seller assumes full liability for the products they market or sell and hereby agree to hold the 3<sup>rd</sup> Thursday Street Fest harmless against any claim of injury, or damage by any buyer, seller, or other persons resulting from the use, consumption, disposition, display, or marketing of seller's products.

#### **Non-Discrimination**

Sheridan and the 3<sup>rd</sup> Thursday Street Fest welcomes all regardless of race, creed, color, sex, religion, sexual orientation, age, nationality or marital status.

#### **Special Events & Entertainment**

To enhance the event and to provide added value for our customers, we will seek to schedule various forms of entertainment and activities throughout the event. These have proven to add to the overall atmosphere of the event. We welcome your suggestions or ideas for special events or entertainment.

#### **On-site Security and Indemnification**

3<sup>rd</sup> Thursday Street Fest Committee, and any of its associates or affiliates, are not financially liable for losses or damages of any kind. The aforementioned parties are not responsible for any injury, theft, or damage to either the buyer or seller, or their property arising out of or pertaining to preparation for or participation in the 3<sup>rd</sup> Thursday Street Fest; whether such injury, theft or damage occurred prior, during, or after the event. Seller further agrees to indemnify and hold the aforementioned parties harmless of any claims for such injury, theft, or damage.



# 3<sup>rd</sup> Thursday Street Festival Retail Vendor Registration and Contract

June 18, 2009      July 16, 2009  
August 20, 2009      September 17, 2009

BUSINESS NAME \_\_\_\_\_ CONTACT NAME \_\_\_\_\_  
 MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 PHONE \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_  
 DESCRIPTION OF PRODUCT OR SERVICE \_\_\_\_\_

**3<sup>rd</sup> Thursday Street Festival is brought to you by the Historic Downtown Retail Committee, Sheridan County Chamber of Commerce and the Downtown Sheridan Association. For more information call 307.672.2485.**

ITEMS	SIZE/NUMBER NEEDED	COST
Vendor Space (\$10 per Week or \$35 for All 4 Weeks).....	X.....	= _____
Food Vendor Space (\$25 per Week or \$85 for All 4 Weeks) .....	X.....	= _____

**PLEASE READ THE FOLLOWING CAREFULLY**

**3<sup>rd</sup> Thursday Street Festival reserves the right to refuse to sell vendor space for any reason.** It is also understood, by signing this agreement, vendor acknowledges that they have reserved booth space with 3<sup>rd</sup> Thursday Street Fest for the above stated dates. It is further understood that vendor is required to pay in full in order to reserve booth space. Signed agreement validates vendor owing 3<sup>rd</sup> Thursday Street Fest Committee the stated amount, whether or not vendor participates in the above stated dates. Vendor is required to pay full amount owed to 3<sup>rd</sup> Thursday Street Fest Committee by **no later than Friday, June 12<sup>th</sup> if paying for all events at package deal price.** All other payments are required by the last Friday prior to the event. Otherwise 3<sup>rd</sup> Thursday Street Fest Committee has the right to resell the booth space. Vendor agrees to all rules and regulations as stated in the attached 3<sup>rd</sup> Thursday Street Fest information packet. Violation of these rules and regulations will be cause for eviction from the event with no monies returned.

**SIGNATURE** \_\_\_\_\_ DATE \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ DATE \_\_\_\_\_

**Make Checks payable to Sheridan County Chamber of Commerce**  
 MAIL TO: PO Box 707, Sheridan WY 82801 OR FAX credit card information to: 307-672-7321  
 We accept major credit cards (Visa/MasterCard ONLY).

Visa MasterCard # \_\_\_\_\_ Exp \_\_\_\_\_

3<sup>rd</sup> Thursday Street Festival USE ONLY

- BOOTH NUMBER(S) \_\_\_\_\_ AREA \_\_\_\_\_ ACCT. REP \_\_\_\_\_
- PYMT RC'D \_\_\_\_\_ DATE \_\_\_\_\_ CHECK # \_\_\_\_\_ CASH \_\_\_\_\_ OTHER \_\_\_\_\_