

# 2018 VENDOR INFORMATION SHEET

## DIRECTIONS TO OJIBWAY PARK FOR VENDOR SET-UP/CHECK IN:

**From 494:** Take 494 to Valley Creek Rd. Go East on Valley Creek Rd. to Woodlane Dr. Turn right on Woodlane Dr. to Courtly Rd. Turn left on Courtly Rd. to Ojibway Dr. and go right into the park. A volunteer will direct you to your booth location.

**From 94:** Take 94 to Radio Dr. Go South on Radio Dr. to Valley Creek Rd. Turn right on Valley Creek Rd. to Woodlane Dr. Turn left on Woodlane Dr. to Courtly Rd. Turn left on Courtly Rd. to Ojibway Dr. Turn right on Ojibway Dr. into the park. A volunteer will direct you to your booth location.

**SET-UP:** To help ensure a smooth and orderly setup, please be at the park on Friday with plenty of time to set up your booth. Please be at the park early to set up on Saturday and Sunday. **Setup must be completed no later than 3:30pm Friday, 9:30am Saturday, and 10:30am Sunday.** Vehicles cannot be in Taste Tent Area (Fire Lane) after the above mentioned times. **This is for safety reasons and no exceptions will be allowed.**

**ELECTRIC:** Be sure your extension cord from the power supply is black (type SO or SOOW) and is at least 100 feet long. Each cord from the power supply may have a maximum of 16 amps (1920 watts) connected to it. Identify your cords at the power supply with your company name (tape will be provided). Keep excess cord at your booth and not at the power supply. At your booth you may use other types of extension cords that are the 3-prong type and in good condition.

**Lighting fixtures** should be a 3-prong type with a lens cover. Some 2-prong types are acceptable (like rope light). If you are not certain, please ask.

**A listed disconnect inside** your booth is required by the State Board of Electricity. Although an exemption for Woodbury Days is currently waived by the local electrical inspector, this is subject to change. For more information, talk to any licensed electrical contractor for details of requirements

**Direct all Electrical Questions prior to the event to Amy Lombardi at 651-492-7313, during the event you will need to ask the event electrician.**

**TASTE OF WOODBURY HOURS OF OPERATION:** Your booth should be open and staffed during all open hours of the Taste of Woodbury. **The Taste is open Friday 4-10pm, Saturday 10am-10pm and Sunday 11am-5pm.**

**TEAR-DOWN:** For tear down at the end of the night, **no vehicles will be allowed in the Taste Tent area 11:30pm on both Friday and Saturday and 6:00pm on Sunday or until deemed safe by a Woodbury Days Council Representative. This is for safety reasons and no exceptions will be allowed.**

## VENDOR PARKING OPTIONS: Vendor/Volunteer Parking Lot:

We have limited vendor parking available so each vendor is limited to two vendor parking permits. Vendor/volunteer parking is located in the high school parking lot at the south end of Ojibway Park, enter off Wyndham Way. The parking lot will be marked for vendor/volunteer parking only.

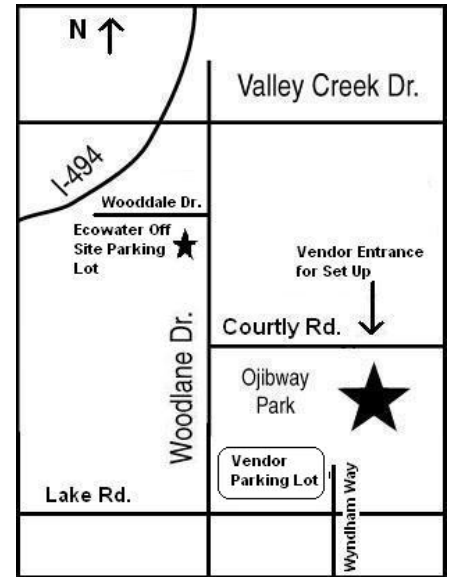
### Directions to Vendor/Volunteer Parking Lot:

494 to Lake Road, go East on Lake to Wyndham Way. Go north on Wyndham Way straight into the parking lot. We will have it blocked off for Vendor/Volunteer parking only. Put your parking pass on your dash for the parking attendant to see.

**NOTE: There will be no vendor admittance from the West High School entrance or parking lot. You must use the Wyndham Way entrance.**

Workers for your booth may park in the Woodbury High School Northwest Parking Lot or on city streets near the park. **Please note that on SUNDAY, there is NO PARKING in the High School Northwest lot due to the Parade teardown, and street parking along the parade route is NOT ALLOWED.**

If you have any further questions contact Amy Lombardi at 651-492-7313 or (during event only) Mark Lombardi 651-983-0411. **See you at the Event!**



**We recommend making copies of this page to give to all of the people that will be working in your booth.**

## RULES AND REGULATIONS CONTRACT

1. **DEFINITIONS** – As used herein, the following terms will have the following meanings:  
“Event” – Woodbury Days Celebration  
“Vendor” – Any business/organization that has a booth space at Woodbury Days  
“WDC” – Woodbury Days Council
2. **PAYMENT IN ADVANCE** – In order for a vendor to have a space reserved at the event, all payments must be made in advance. Payment is required to accompany any application that is to be considered for participation in the event. No exceptions will be made.
3. **REFUNDS** – Refunds will be granted with written notice of cancellation received at least 30 days prior to the event. No other refunds will be issued for any reason
4. **CANCELLATION POLICY** – Event will take place rain or shine. No refunds will be issued because of weather.
5. **HOURS OF OPERATION** – All booths must be occupied and open by Vendor for all Vendor hours of operation.  
Vendor hours of operation are: Friday, 4:00pm – 10:00pm, Saturday, 10:00am – 10:00pm and Sunday, 11:00am – 5:00pm.
6. **SET UP** – All vendors are required to be completely set up by 3:00pm Friday, 9:30am Saturday and 10:30am Sunday. **Due to safety codes and concerns, all vehicles MUST be off park grounds by the above listed times. NO EXCEPTIONS WILL BE MADE.** If you rented a tent, table or chairs from WDC they will be set up prior to your arrival and removed by the tent vendor after the event.
7. **TEAR DOWN - Due to safety codes and concerns, no vendor vehicles will be allowed to enter park grounds until 11:30pm Friday & Saturday and 6:00pm Sunday. NO EXCEPTIONS WILL BE MADE.**
8. **RENTAL EQUIPMENT-** Vendor is responsible and must pay for any damage to tents, tables and chairs that are rented through WDC. You may NOT put holes or use tape on the vinyl top of the tents or the sidewalls. You must attach any signs to the frame of the tent.
9. **PARKING** - Vendor parking is available in the SW lot of the high school. You will be issued a special Vendor Parking Pass.
10. **VEHICLES IN PARK** – You may drive a vehicle into the park to set up/tear down your booth **ONLY DURING DESIGNATED TIMES. ALL VEHICLES MUST BE OFF PARK GROUNDS AND CAN'T ENTER PARK GROUNDS DURING THE TIMES LISTED ABOVE (see #6 & #7). NO EXCEPTIONS WILL BE MADE.**
11. **DISPLAYS AND DECORATIONS; VENDORS RESPONSIBILITY** – All displays and/or decorations will be the responsibility of the vendor. Vendor acknowledges that WDC does not maintain insurance covering the vendor’s property and that it is the sole responsibility of the vendor to obtain business interruption and property damage insurance covering such losses by vendor.
12. **ELECTRICITY** – All electricity must be requested and paid for with original application. You must supply your own extension cord from the power supply is black (type SO or SOOW) and is at least 100 feet long
13. **ADDITIONAL EQUIPMENT** – Vendor must supply their own electrical cords, tools and safety ropes, etc. WDC cannot provide any additional equipment to vendors.
14. **SPACE REQUIREMENTS** – All vendors’ equipment and persons must fit in the space rented. If you rented a 10x10 space no additional space is provided except behind your space for cooking. If vendor supplies their own tent to cook under they must be weighted not staked and they must fit in the space rented directly behind them. No trailers will be allowed in the park except to load and unload. No exceptions will be made.
15. **BOOTH LOCATION** – WDC will do its best to accommodate all requests for booth location, however there are many variables that go into mapping out the park. WDC makes no promises as to the location of vendor booth space and reserves the right to change location of booth if necessary.
16. **BOOTH CONTENT** – Vendors cannot offer free what another vendor is trying to sell at the event (for example: free lemonade, hot dogs, etc.). All giveaways and content that will be presented at the event will need to be listed on application and approved by WDC. WDC reserves the right to deny any free promotional items that directly conflict with another vendor. You may, however, give away free items that directly relate to the business/organization that you are representing at the event. All items must be suitable for a family audience.
17. **CONDUCT**– Vendor agrees to conduct themselves in an orderly manner in full compliance with applicable laws and regulations. No alcoholic beverages can be brought into the park by outside sources, as this is a family event. All vendors are required to act appropriately and responsibly. Vendors may not solicit patrons outside of their rented booth space or promote their booth outside their rented booth space, including all common areas in the park.
18. **INSURANCE** – All vendors are required to have insurance for the event. A certificate of insurance must accompany all applications to be considered as a participant of the event.
19. **SPECIAL EVENT FOOD STAND LICENSE** – All vendors that want to serve or give away food at the event must get a Special Event Food Stand License. A copy of your Special Event Food Stand License will need to be included in your application to participate in the event.
20. **INDEMNIFICATION** – To the extent permitted by law, vendor hereby agrees to protect, indemnify, defend and hold harmless WDC and their respective volunteers against all claims, losses or damages to persons or property and costs (including reasonable attorney’s fees), arising out of or connected with the event, including but not limited to, the installation, removal, maintenance, occupancy or use of park premises or a part thereof, by vendor, except those claims arising out of the sole negligence or willful misconduct of WDC.