

# VENDOR RULES & REGULATIONS

## SETUP/TEARDOWN

### Arrival Times

**ZONES WILL BE ASSIGNED AND COMMUNICATED TO VENDORS PER EVENT**

#### Friday

Zone A Arrival: 4:30-6:00 PM (All vehicles of site by 7PM)

#### Saturday

Zone B Arrival: 7:30 AM

Zone C Arrival: 8:00 AM

Zone D Arrival: 9:00 AM

Vehicles Clear of Festival Footprint: 12:30 PM- NO EXCEPTIONS

(Vehicles left inside event gates after designated times may be removed by a wrecker at the owner's expense.)

### Loading Area:

- One vehicle & 1 trailer allowed at a time-**per vendor**.
- Vehicles are Permitted for **1 Hour** to unload during your Zoned arrival time.
- Please remove your vehicle and resume set up after parking off site.
- Vendor parking areas will be communicated the week of the event via Site map.

**Please Note:** If you arrive before your zone has been cleared, you will be asked to wait offsite until your zone has been given access to enter. This is in place to avoid bottlenecking, ensure the safety of those on foot and on the roadways.

### Tear Down

- No Vehicles will be permitted inside the gates until the festival has ended, and is clear of all patrons.
- You may enter with 1 vehicle, and 1 trailer to remove your belongings and trash once the festival has ended.

### Fencing/Perimeter Security:

**Please do not tamper with perimeter fencing under any circumstances.**

Temporary Fencing is in place for the duration of the event.

This includes vendor load in, during the festival, & during tear down.

\*\*Festival Staff will safely move fencing for entry and exit when permitted. \*\*

*Fencing is in place to secure the festival site per TABC Regulations, help to protect vendor's merchandise and personal property & to ensure a barrier for unauthorized entry into the event.*

**Please Note:** If you are seen tampering with the fencing, you could be subject to a fine for damages, and exclusion from future events.

## VENDOR PASSES

Vendors Spaces 10x10 (2) 10x20(3) 10x30(4)

**\*\*Additional passes may be purchased at the gate or online**

## PERMITTING ACTION ITEM HERE>>>

- All Food & Retail vendors must have the applicable local permits required by the city & county where the event is located. Please email the approved permit to [Vendor@charliediggs.com](mailto:Vendor@charliediggs.com)

## AT YOUR VENDOR SITE>>>PLEASE READ FOR “NEED TO KNOW”

### Water, Power & General Housekeeping

- Each vendor is responsible for bringing their own water & power, if needed, at their designated vendor space.
- Water: Each vendor IS required to furnish their own water & drain line. Water overflow must be drained into a concealed container.
- Under no circumstances may drain water be drained into adjoining vendor's booths.
- You must fully clean the entire booth space(s) of all Trash upon festival conclusion.
- If your site is **not** clean at the end of the event, the vendor is subject to exclusion from subsequent year's events OR until a \$150 fine is paid.

### Tent Requirements

- All tents must have weights on each leg to anchor them to the ground. **No stakes allowed unless the site owner grants permission.** You must inquire about this BEFORE the day of the event. No Exceptions.
- Some counties/cities require all tents to be fire safe. Please check with your vendor coordination to ensure your tent meets requirements per event.
- Absolutely NO hay, straw, shavings or similar combustible materials are allowed inside your booth.
- Security will be provided during the festival gate times.
- Any items left unattended are at the discretion of the booth attendant. CDE is NOT responsible for any items lost or stolen. Any vendor requiring additional security is advised to hire their own private security.

### Other

- DO NOT BLOCK ACCESS TO PERMANENT BUSINESS' OPEN DURING THE FESTIVAL
- No personal use of golf carts, motor vehicles, carts, bicycles, roller skates, skateboards, scooters, segways, remote-controlled toys, drones, motorized coolers or any type of transportation, with the exception of wheelchairs for handicapped individuals.
- Props, trailers, tents, covering or any other part of vendor's equipment must not exceed the boundaries of the assigned space.
- Vendors may not extend, under any circumstances, into any utility alleys created between, behind or beside booth spaces. All power alleys and easements must be left clear and open at all times, including during move in.
- Vendors may not sell drug paraphernalia, guns, fireworks, weapons, or apparel displaying profanity or sexually-explicit items.
- No bands, music, or entertainment shall interfere with the event's scheduled line-up.
- Any vendor having inappropriate entertainment, contests, sales, raffles, etc. may be asked to leave.
- The various logos of the Charlie Diggs Entertainment and Promotions events are registered trademarks and copyrighted. They cannot be used under any circumstances without prior written permission.
- Vendor passes cannot be sold.

## SAFETY

- All emergencies should be reported to Safety and Emergency Personnel onsite. If necessary, call 911.
- Severe Weather Plan will be monitored and communicated by Safety and Emergency Personnel.
- First Aid locations will be available and communicated for exact location.
- Whisper-quiet type generators are allowed. Event staff will pre-approve all generators.
- Each vendor who utilizes a diesel generator, electrical hook-up or propane tank shall have a 5 lb multipurpose ABC or BC fire extinguisher readily available. Any use of a fryer will require a Type "K" extinguisher in addition to the ABC extinguisher.
- Fire extinguishers must be inspected and tagged (within the past year) by a fire equipment company in the State of Texas (see attached Fire Marshal's checklist) or must have a purchase receipt for the extinguisher(s).
- Vendors must abide by all local and state regulations from the Fire Marshal.
- Trash cans/dumpsters will be provided around the festival site.