



3rd Thursday Street Festival 2019 Policies and Procedures

3rd Thursday Committee Contact Information

Zoila Perry: Executive Director (307) 751-6898
www.downtownsheridan.org or (307) 672-8881

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Dates:

- June 20, July 18, August 15 and September 19, 2019 - 4 Events Total.
- 3rd Thursday of each month

Hours:

- 5:00 pm - 9:00 pm (June through August) 5:00 pm – 8:00 pm (September).
- All booths must be staffed during all hours of operation for the event.
- No pets are allowed within the Street Festival Boundaries.

Location

- The 3rd Thursday Street Festival is located on Main Street between Alger and Loucks and on Grinnell Plaza.
- All vendors will have a numbered space assigned to them and must remain in those boundaries.

Fees

- The cost for a non-profit is \$30/booth space per event.
- The cost is \$50/booth space per event. You may prepay for all events and receive a special discount rate of \$180 if you submit payment by May 24th. Booth space with power is \$75 per event. **Refunds will not be given for weather or missing an event.** Refunds will only be given under extreme circumstances and are **at the discretion of the 3rd Thursday Street Festival Committee.**
- The cost for small food vendors with no electricity is \$50/booth space.
- Food Vendor space is \$125 and includes 110 power hookup.
- Please sign and return the **VENDOR REGISTRATION/CONTRACT** along with your event fees. Make checks payable to the Downtown Sheridan Association. **Please retain the 2019 Policies and Procedures for your reference. Discount does not apply to alcohol vendors.**

Booth Assignments

- Due to the growing popularity of this event, there will be limited space available for non-profit organizations and they will be given in a first come first serve manner.
- Local food vendors will be given first priority for space at the 3rd Thursday Street Festival. Second priority will then be based on the previous year's participation.

Set-Up Procedures

Hours: 4:00 pm - 5:00 pm on the day of the event.

- Vendors are allowed to set up their booth space starting at 4:00 pm.
- All booths should be set up and ready for the public by 5:00 pm. **The Event begins at 5:00 PM.**
- Vendors will forfeit any reserved booth space if they do not arrive by 4:30 pm. Please contact Zoila (307-751-6898) if you cannot attend as scheduled.
- **ALL VENDOR VEHICLES MUST BE MOVED OFF THE STREET BY 4:45 PM.** Vendors who do not move vehicles off the street will be subject to towing by the City of Sheridan.
- Food Vendors on Grinnell are allowed to set up at 2:00 pm.
- Food Vendors need to be set up by 4:00 PM or space will be forfeit.

Tear-Down Procedures

Hours: 9:00 pm – 9:30 pm.

- Vendors are responsible for cleanup of their booth space.
- **VENDORS MUST STAY AT THE EVENT UNTIL 9:00 PM. IF WEATHER MOVES IN, YOU MAY TEAR DOWN YOUR BOOTH WITH EVENT STAFF APPROVAL.**
- **YOU MAY NOT BRING YOUR VEHICLE THROUGH THE BARRICADES TO TEAR DOWN BEFORE 9 PM UNLESS DIRECTED BY SHERIDAN POLICE & EVENT STAFF!**

Permits/Licensing

- Vendors are responsible for all licensing and permits required by law to sell or promote their product.
- **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. Produce and home-processed foods that are processed without meat or wild game (except for poultry and poultry products) are okay to sell with the proper temporary food license.
 - c. Food licenses or permits are available through the Wyoming Department of Agriculture Consumer Health Services personnel: Chad Franklin @ 307-675-5618.
 - d. Food Vendors are required to provide a copy of their insurance, Food License or Temporary Food Service permit prior to event(s) to the Downtown Sheridan Association.
- **SALES TAX** collection inquiries should be directed to Mike Romanjenko @ (307) 674-8559.

Offering Samples

Offering samples is permitted and encouraged during the 3rd Thursday Street Festival 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 hand washing station available for booth workers.
- Utensils and cutting surfaces must be cleaned and sanitized.
- Vendors will be responsible for cleaning up after themselves.
- **No disbursement of alcoholic beverage samples is allowed.**

Electrical Services

- All items using electricity must be approved by the Downtown Sheridan Association and the 3rd Thursday Street Festival Committee. They reserve the right to disapprove any display or items being used.
- Grinnell Plaza will be where the main power sources are located. Power will be assigned on a first come basis, by registration and payment dates.
- Power is very limited and **you must follow fire code procedures-see attached fire code procedures.**
- No generators allowed without prior approval.

- Any vendor using multiple appliances must have them plugged into a breaker protected power strip, using the proper extension cord that is plugged into the provided 110. Vendors that require 220 power will be charged \$220.00.

Displays/Signage

- The 3rd Thursday Street Festival Committee reserves the right to disapprove any display.
- Professionally made or computer generated signs are encouraged; handwritten signage is permitted if done neatly and if it does not detract from the overall appearance of the event.
- If using a tent or canopy for shade, you **must have it anchored down with weighted anchors**, such as sandbags or cement bags.

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 event 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 3rd Thursday Street Festival 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 3rd Thursday Street Festival 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

3rd Thursday Street Festival 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 3rd Thursday Street Festival; 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.

SHERIDAN FIRE-RESCUE

FIRE AND LIFE SAFETY REQUIREMENTS FOR OUTDOOR EVENTS

- Tents, canopies, and similar membrane structures shall be adequately roped, braced, and anchored to withstand the elements of weather and prevent collapse.
- Open flame devices, gas and charcoal grills, and other flame emitting devices shall not be operated within 10 feet of tents, canopies, or similar membrane structures. Other combustible materials shall be stored in an approved area away from ignition sources. Barriers shall be established to protect the public against exposure to heated surfaces and flames.
- A portable fire extinguisher with a minimum rating of 4A40BC shall be placed in the immediate proximity of open flame cooking and heating devices, charcoal grills, and similar equipment. Extinguishers shall display a current service tag.
- Portable propane containers supplying cooking and heating devices shall be limited to a maximum capacity of 40 pounds. A maximum of 2 containers shall be allowed in the area of cooking and heating operations. All containers shall be secured against falling and dislodgement.
- Electrical extension cords shall be plugged directly into a permanent electrical receptacle. Extension cords shall be sized in accordance with the expected electrical load. Electrical cords subject to foot traffic shall be protected by runners, mats, or similar coverings to reduce tripping hazards. The exposure to foot traffic shall be minimized.

The following list gives a guideline for the current carrying capacity of common extension cords. Keep in mind that these capacities are for 3 conductor extension cords in good condition. Damaged or repaired cords are not able to be tested and therefore should not be used.

12 gauge, 50 feet- 15 amps/1800 watts
12 gauge, 100 feet- 15 amps/ 1800 watts
14 gauge, 50 feet- 15 amps/1800 watts
14 gauge, 100 feet- 13 amps/1560 watts
16 gauge, 50 feet- 13.5 amps/1625 watts
16 gauge, 100 feet- 10.5 amps/1250 watts

- Outdoor events shall accommodate emergency vehicle access. Contact the fire department to establish access requirements for each event.

SHERIDAN FIRE-RESCUE HOUSE PHONE 674-7244

By signing below, the vendor agrees to all rules and regulations as stated above in the policies and procedures. Violation of these rules and regulations will be cause for eviction from the event with no monies returned.

SIGNATURE _____ **DATE** _____