



HAYDEN DAYS FESTIVAL 2017

Rules for Vendors

- Vendors will address all issues and concerns related to vendor support to Suzanne Cano, City of Hayden Recreation & Community Events Director. During the time of the festival and prior, she will be the negotiator/decision-maker on all vendor related questions. She may be contacted by email at scano@cityofhaydenid.us or at 208-209-1080.
- Returning vendors in good standing have until Friday, March 10, to turn in applications for 2017 Hayden Days and will retain their booth space, unless they'd like a different space that isn't already occupied. After March 10, we will accept other vendor applications.
- All other complete vendor application packets must be received by the City of Hayden not later than July 5, 2017, to be considered for a Hayden Days permit. Though the City of Hayden may choose to allow a vendor late registration at an additional cost of \$15.00, there is no assurance that late registration will be granted.
- The City of Hayden reserves the right to deny the applications of any vendor due to past inappropriate behavior or unsuitable demeanor. In such cases, refused vendors may reapply after two years.
- The City of Hayden reserves the right to deny the application of any vendor to prevent redundancy of the product sold. As in previous Hayden Days events, we may allow **TWO** comparable vendors. Our intent is to preclude multiple vendors undercutting each other in the sale of the same or similar products. In such situations, vendors will be accepted on a "first-come, first-serve" basis. *As clarification, "first-come" refers to the City's receipt of a complete vendor application packet, a list of the products that vendor will sell, and a check for the correct amount.*
- Booth locations will be assigned during the Vendors' Coordination Meeting to be held within two weeks prior to Hayden Days at Hayden City Hall. Returning vendors will have the option of keeping their booth space from the previous year or choosing a new spot before the new vendors at the Site Selection meeting on Thursday, July 13. New vendors will have their pick of booth locations available, choosing in order of their date of submission of a completed, paid vendor application packet.
- Completed vendors application packet will include:
 - City of Hayden Vendor Application
 - Check for cost of booth(s) including \$35 for electricity if needed
 - Accompanying necessary permits for Food Vendors:
 - Food Handlers Permit
 - Certificate of Liability

- Gate Entrance Opening and Closing: Vendors can drive to their booth spaces through the Public Works gate on the east side of the park and set up. Once set up, vendors will park their vehicles in the Public Works parking area. Once the event begins, the drive-through entrance will be locked, and the man-gate will remain open, so vendors can access their vehicles.
- Hayden Days–Set-up Times: Vendors may set up at McIntire Family Park, previously known as Hayden City Park, from 7:00 a.m. to 1:00 p.m. and must be ready for business by 2:00 p.m. on Friday, July 28, 2017. Booths must be removed from City Park by 3:00 p.m. on Sunday, July 30.
- Hayden Days–Times of Operation. Approved times of vendor operations are as follows:
 - Friday, July 28 – 2:00 to 9:00 p.m.
 - Saturday, July 29 – 10:00 a.m. to 9:00 p.m.
 - **Vendors agree to keep their booth open through the duration of the event.**
 - If business is slow, vendors may begin to take down their booths **NO EARLIER** than intermission of the main act on Saturday night. (typically around 7:30 p.m.)
- Use of Tent Stakes: McIntire Family Park utilizes underground irrigation. Vendors are not allowed to use sharp metal tent stakes to secure their tentage. It is recommended that, whenever possible, tent lines be tied to water-filled or cement filled jugs, or as a last resort, wooden or plastic stakes.
- Required Permits:
 - All vendors must file a vendor’s application with the City of Hayden. An application is enclosed or attached. Applications can also be found online at www.cityofhaydenid.us.
 - All vendors must provide a price list of items/services they intend to sell.
 - All vendors must complete an Idaho Sales Tax Form ST-124, which **needs to be completed upon check-in at the event.**
 - Food vendors must also submit:
 - A Certificate of Liability Insurance naming the City of Hayden as additional insured in the amount of \$500,000;
 - A food health certificate from the Panhandle Health District. A Temporary Food Service License Application is enclosed.
 - Menu and price listing to preclude redundancy in food products served.
- **Refunds: Vendor fees are non-refundable.**
- After-Hours Security: Although security has been contracted for the festival grounds after hours, all vendors remain responsible for the security of their booths and products.