

FRIENDS OF ALLENSWORTH  
VENDOR GUIDELINES

1. Booth set-up shall not start prior to 6 a.m. and must be completed by 10 a.m. the day of the event.
2. Booths must be staffed at all times between 10:00 and 4:00 p.m. Vendors must provide their own relief staff.
3. Parking is prohibited on grassy areas, vendors' row or behind the stall. Parking is also prohibited in "fire regulation areas". Parking is only allowed on roads and designated areas.
4. Vendors are required to supply their own dollies, carts and labor for set-up and take-down. You are also encouraged to provide your own canopy or booth space cover.
5. Only 20-gauge extension cords that meet established safety standards will be allowed and they shall be placed so they are not exposed to foot traffic. All vendors are encouraged to provide their own generators.
6. Safety shall be of primary concern in all areas. Vendors should make sure that their displays do not present tripping or injury hazards.
7. Vendor's display area must be kept clean and tidy. Excess materials, boxes and trash, must be kept out of sight. All food distribution surfaces and areas shall be kept clean and sanitary per health code regulations.
8. Vendors must secure their own displays. The Friends of Allensworth are not responsible for any loss or theft of equipment or property.
9. Vendors are responsible for payment of all applicable taxes.
10. In the event that the Friends of Allensworth has an objection to an exhibit, product or food item, on the basis of merchandise, sales technique, safety or any other reason, the Friends of Allensworth reserves the right to have such items removed.
11. All samples, products, food items and displayed merchandise must be distributed from inside the display booth or at the display table. **"Wandering solicitation" is not allowed.**

12. Vendors are responsible for putting their trash into dumpsters. Hot coal must not be disposed of in dumpsters. Used cooking oil cannot be placed in dumpsters, the vendor must remove their cooking oil from the park.
13. Vendors shall assume all liability for injuries, damage and claims caused as a result of installing, setting up, and maintaining displays.
14. Helium and propane tanks must be secured, maintained and used in compliance with the State Parks System fire regulations.
15. Vendors are responsible for providing their own petty cash and change.