

## Rules & Regulations

We are pleased that you will be joining us for this year's Forks Community Days festival! You are here as our guest and we look forward to a wonderful three day event. In order to ensure the safe, smooth and efficient operation of Forks Community Days, it is required that the individuals, vendors and organizations participating in the event follow these rules and regulations without exception:

1. Forks Community Days, in its sole discretion, reserves the right to refuse any application. Applications might not be accepted after August 25, 2023. A \$25 late fee will be charged after August 25, 2023.
2. All vendors/ booths must check in no later than 4:00 p.m. on Friday. Check in will be located at/ near the amphitheater.
3. The hours of operation for booths are as follows:
  - Friday: 5:00 p.m. to 10:00 p.m.
  - Saturday: 11:00 a.m. to 10:00 p.m.
  - Sunday: 11:00 a.m. to 7:00 p.m.
4. Booths MUST be manned from 5:00 p.m. to 10:00 p.m. Friday and all-day Saturday and Sunday. NO EXCEPTIONS.
5. Forks Community Days Committee will assign booth location(s) and provide access to electricity if requested.
6. Vendors/ organizations are responsible for providing tents, lights, tables, chairs and any other items the vendor/ organization considers necessary to operate and can be contained within vendor's / organization's assigned space or area.
7. **All vendors and organizations are required to present at time of application a Liability Insurance Certificate in the minimum amount of \$1,000,000 per occurrence. You will not be permitted to participate in the festival if not properly insured.**
8. Parking is the responsibility of the vendor. You may have to park a distance from your booth so please be prepared to cart your booth items. Vehicles are not permitted in the festival area during festival hours.
9. Food Vendors - grease disposal will be the responsibility of the vendor.
10. Food Vendors - food items need to be approved each year; previous year approval does not guarantee you will be permitted to sell the same food items this year.
11. Vendors and organizations are responsible for cleaning up their area at the completion of the event.
12. **Professional Food Vendors are required to report gross festival earnings at the conclusion of the festival, Sunday no later than 8:00 pm. Report gross earnings to Forks Community Days committee member located at the beer tent; 20% Vendor fee payable in cash or check. Failure to fairly and honestly report earnings, regardless of amount, will result in exclusion from the festival following years.**
13. Any and all dissemination of information, pamphlets and documentation shall be limited to your assigned booth space and not in the common areas and/or any area outside of your assigned space unless authorized by Forks Community Days.
14. Inappropriate behavior will not be tolerated. Inappropriate behavior includes, but is not limited to, smoking in non-designated areas, foul language, and harassing other individuals. If any member of your organization is found to be acting inappropriately, it may result in removal of the individual from the event and closure of your booth without refund.
15. All existing Forks Township Community Park rules are in full force and effect during festival hours unless authorized by Forks Community Days.
16. Forks Township or Forks Community Days are not responsible for lost, stolen or damaged equipment or material.