



CHAMBER EVENT VENDOR RULES & GUIDELINES

1. Vendors must keep everything within their assigned footprint.
2. We do not provide canopies/tents, tables, garbage cans, or chairs for our vendors.
3. Electrical power must be paid for in advance and includes usage of **one 120V (15 amp) outlet**.
4. Only food vendors are permitted to have generators, with prior approval.
5. **Food Vendors** that prepare their food onsite must have a fire extinguisher within easy reach inside their booth.
6. **Food Vendors** must provide your Cherokee County Health Dept Permit.
7. **Beer & Wine Vendors** must provide a certificate of insurance naming *Andrews Chamber of Commerce* and the *Town of Andrews* as additional insured.
8. Vendors can begin set-up only after they have checked in and received their parking pass and booth location. Check-in time will be provided by the event coordinator closer to the event date.
9. All set-up **MUST** be completed 30 minutes before the event starts in order to allow for inspection by our Fire Chief. These inspections are required by regulation.
10. You will be expected to unload your vehicle when you arrive, park your vehicle, and then set up your booth. Please keep this in mind when deciding how many people to bring with you for the event. Our volunteers will make every effort to help you with unloading, however, there is no guarantee that they will be able to help with any other tasks.
11. Only 2 vehicles per vendor will be allowed on the street during unloading. If you have additional vehicles for helpers, they need to park and walk to your booth location to help.
12. Booth location changes will not be allowed on the day of the festival. The event coordinator makes every effort to honor booth location requests but not everyone can have the same spot.
13. **All vendors must remain open and have merchandise and/or food available until the end of the event unless otherwise arranged (before the date of the event).**
14. Disassembling and clean-up of vendor area must start at the close of the event and be completed by the designated street opening time - including the removal of all food, boxes, and trash.

IMPORTANT: All tents are required to be weighted and secured properly. Unpredictable weather and wind can come up at any moment creating a safety hazard if the tent is not properly secured. Keep in mind that:

- Weights should not cause a tripping hazard.
- Weights should be tethered with lines that are clearly visible.
- Weights should have soft or rounded edges to avoid causing cuts and scrapes.
- Weights should be securely attached, ideally to the tent's upper structure not just the bottom of the legs.
- Weights should be on the ground (NOT above people's heads) in a windy situation, the suspended weights will swing and assist the tent in toppling over.

Concerns or complaints should ONLY be communicated to the Event Coordinator (Nola Cooper), through text message or in-person.