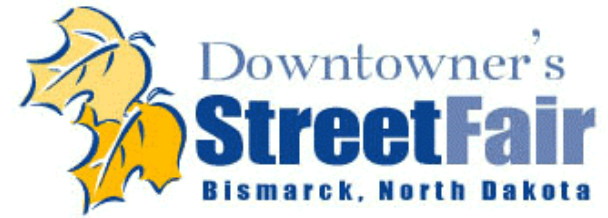


# RULES

- **Vendors are required to remain open all hours of the fair. Early takedown will disqualify for future participation.**
- Vendors are responsible to provide all materials needed for their booth.
- Vehicles used for set-up must be removed from the Street Fair area immediately after unloading. No vehicles will be permitted into the street vendor areas between 9 AM and 8 PM on Friday, and between 8 AM and 6 PM on Saturday.
- Vendors are responsible for the safety, sturdiness, and protection of their displays in the event of gusty or other inclement weather. Canopies should be anchored.
- Booths must not obstruct emergency vehicle pathways.
- Tables must be fully skirted to conceal extra stock, boxes, or rubbish.
- Vendors should be prepared for inclement weather. Tarps, umbrellas, and warm clothing are recommended.
- Only one vendor will be permitted in each booth.
- City regulations prohibit hanging signs or merchandise on trees and bushes and light poles; or altering public property in any way such as drilling holes in sidewalks, buildings or planters.
- Trash must be contained and disposed of properly. Have at least 2 large bag-lined garbage cans at your booth. Use centrally located dumpsters to dispose of bags and boxes.
- All Vendors are expected to help keep the Street Fair clean by frequently policing their area.
- Grease disposal barrels will **not** be available. **Come prepared to take used grease with you.**
- The Street Fair will be barricaded overnight and security provided. However, any displays, merchandise or equipment left will be at your own risk.
- The Downtown Business Association is not liable for damage, theft of the property owned or used by Street Fair participants.
- All vendors are **required** to provide proof of liability insurance. (See Insurance section).
- The Street Fair Committee reserves the right to refuse any application and is under no obligation to rent space to a vendor in future years.
- No soliciting outside of the booth space.
- All Vendors are requested to post food prices.
- All Vendors are required to comply with City of Bismarck and ND State health and safety requirements and to secure necessary permit.



September 14 & 15, 2012

Friday 10 AM to 8 PM

Saturday 9 AM to 6 PM

## Food Vendor

- **Free Admission to the Public**
- **180 Vendors**
- **Over 45,000 Visitors**
- **Three Convenient Parking Ramps**
- **Convenient Lodging**
- **Overnight Security**

**Application  
Early Deadline  
April 20, 2012**

## WHO CAN APPLY and WHAT MAY BE SOLD?

The Downtown Street Fair is for non-profit groups and individuals who have homemade style foods to sell. Members of the Downtown Business Association may purchase booth space to sell their goods. The Street Fair Committee reserves the right to limit the variety of foods offered by vendors.

**BEVERAGES:** The Downtown Business Association, in conjunction with the BSC Athletic Dept. and the Fellowship of Christian Athletes, will operate the **beverage concession**. **Food Vendors may sell only** brewed coffee, brewed tea, and/or freshly squeezed fruit drinks. Ice will not be sold by the Downtown Business Association.

**APPLICATIONS:** Please be sure all your information is submitted on time and accurately. Keep copies in case the Street Fair Committee contacts you regarding your information. Two checks must accompany the signed Application and Agreement – Booth Fee and Clean-up Deposit.

**BOOTH SIZE:** Booth spaces are 10' x 15' (10' deep and 15' long). The measurement must include the trailer tongue or other extensions. If your booth needs to be longer, additional space may be requested on the application for an additional charge.

**ELECTRICITY:** Access to electricity may be purchased. **Outlets are limited.** See Application for fees. Bring your own extension cords.

**BOOTH LOCATION:** Vendor booth locations will be assigned based on size, electrical needs and the **date the application is received**. Space is limited. A specific location cannot be guaranteed. Applications will be reviewed and accepted as received.

**\*\*ACCEPTANCE:** On or about June 15, letters of acceptance will be mailed with your set-up instructions. From that point forward, your application fee is non-refundable for any reason. Declined applications and checks will be returned to applicants.

**SET-UP:** The Acceptance Packet will include an orange card indicating your **entry point**, booth area and your assigned **entry time**. Because of City street closure regulations, **early entry cannot be accommodated**. Your **FINAL** booth assignment will be written on the packet you receive at your entry point. Early published maps are not the **FINAL** booth location.

**PROOF OF INSURANCE REQUIRED:** A minimum of \$1,000,000 combined single limit liability coverage is required from every vendor. Mail or fax - (701) 223-7385 - the Proof of Insurance **by August 31, 2012**. If proof of insurance is not received by 8-31-12, the space will be **available for resale – no refunds**.

**Checks should be made payable to  
“Downtown Street Fair”**

**CLEAN UP DEPOSIT:** You are responsible for providing garbage bags and cans, disposing of trash and grease and doing a final street surface clean up. The Street Fair Committee will inspect the booths following the close. The deposit will be refunded if the booth space is clean. **Dumpster locations** are marked on the map.

**SALES TAX:** Vendors (Non-Profit and For-Profit) are responsible for collecting North Dakota Sales Tax (6%) on all sales. Tax forms will be available at the Information Booth. Submit collected taxes to the ND Tax Commissioner. **We are required, by law, to provide your Tax Permit Number to the ND Tax Commissioner; please provide the number on your application.**

**PARKING:** There are Parking Ramps in downtown Bismarck for reasonable fees. Street and alley parking violators will be ticketed and possibly towed by city officials. Off street parking will be available for vendor vehicles and trailers.

**LODGING:** Lodging is available near the Street Fair.

Radisson Hotel Bismarck (701) 255-6000  
605 E Broadway

## CONTACT INFORMATION:

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WEB [downtownbismarck.com](http://downtownbismarck.com)