



# GOLCONDA SHRIMP FESTIVAL

## PORT OF GOLCONDA, IL

Ohio River Mile Marker 903.0

## 2023 Vendor Rules and Procedures

The Golconda Shrimp Festival (GSF) is committed to a quality event with an interesting assortment of food and merchandise vendors. Please read and understand these policies and procedures. If accepted as a vendor, you will be expected to comply with all of them. Failure to comply with these policies and procedures will result in your not being allowed to return as a vendor, and/or your participation will be terminated on the spot.

### General Info

- **Vendor application deadline:** September 1, 2023
- **Operation Dates/Hours:** Booths must be operated day of the Festival, from start to close (10:00am – 10:00pm). Non-food vendors must operate from 10:00am – 7:00pm.
- **Equipment:** Vendors must bring own equipment and supplies, including: ice, cash/change, cooking equipment, tables, chairs, paper goods, trash cans, fire extinguishers, flooring, and other supplies for the operation of an exhibitor booth.
- **Site access/set up:** Vendors will be pre-assigned site access and set-up times prior to the Festival.
- **Tear down:** No tear down prior to Festival closing at 10 pm. Exit times/instructions will be assigned. Non-food vendors may begin tear down at 7pm.
- **Clean up:** Vendors are responsible for cleanup of their space and removal of their trash during and after the Festival. Trash cans and roll-off dumpsters will be provided for festival trash. Failure to properly clean your space will result in not being invited back to festival/events sponsored by Main Street Golconda, Inc.
- **Pets:** No pets are allowed on the premises, including inside vendor booths.
- **Festival logo:** Do not use the official Golconda Shrimp Festival logo or artwork or incorporate the name Golconda Shrimp Festival into your product line. The name and logo are protected by trademark and copyright laws and may only be used by special licensing agreements.
- **Application Process and Placement:**
  - Completion of the vendor application does not guarantee a space at the Festival. After completing the application, vendors will be notified as soon as possible if they have been accepted or not.
  - Festival sponsors will have top priority in placement in all spaces, including food booths.
  - The Festival reserves the right to limit the number of vendors selling similar items or services.
  - In cases of duplication, local vendors whose completed applications were received by the deadline will get priority acceptance.
- **Overnight Security:** Festival grounds are located in public areas. The Festival will not be held responsible for lost, stolen or damaged merchandise. Vendors who choose to leave items overnight do so at their own risk.
- **Sales Tax:** Vendors must collect and remit all applicable taxes, including sales tax which is 6.25%.
- **Prohibited Items for Sale:** Vendors will not be permitted to sell items that shoot projectiles, items that explode, or Tasers of any kind.



Vendor Inquiries:

Please call Nathan Ryder at (618) 615-0063 or email [mainstreetgolconda@gmail.com](mailto:mainstreetgolconda@gmail.com)



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### Booth Info

- **Canopies:** All vendors are required to provide their own tenting. Pop-up tents/canopies must be secured in case of winds (no staking allowed).
- **Signage:** Professional quality signs ONLY may be posted; no hand-written signs permitted.
- **Electricity:** Electricity will be provided to food vendors at no additional cost. Non-food vendors must pay additional fees for electrical hookups. Unauthorized electrical cords will be disconnected.
- **Music:** If your booth involves music or sound, it must not reach beyond 20 feet of your booth. You must be pre-approved for sound.
- **Products Sold:** Vendors may only sell what the Festival has approved in advance during the registration process (make sure to include a complete list on the vendor application form). Offensive materials (i.e., ethnically or racially offensive) may not be sold or displayed at the Festival. Failure to comply with this policy will result in termination from the Festival. GSF is intended to be an inclusive, welcoming environment.
- **Booth Space**
  - No racks, tables, or any items are permitted OUTSIDE your 10' x 10 booth space. If you need more room for your display and storage, you must purchase a second booth. Staff will be going around to ensure all vendors are within their space.

### Cancellation Policy

- A vendor may request a refund (less a \$50 processing fee) through September 1<sup>st</sup>, 2023.
- Vendors will receive a full refund if the event is cancelled by GSF management.
- Refunds will be made payable by check to the name provided on the vendor application.

### Insurance Requirements

- For non-food vendors, it is recommended that you check with your Homeowner's Policy, your sponsoring agency, school, or church to see if you will be covered in the event of an accident that you would be liable for.
- **It is required that all vendors fill out and return the attached Hold Harmless Form and Rules Acknowledgement for your participation in the festival.**
- All major and minor food vendors are required to carry a valid General Liability Insurance Policy naming the Golconda Shrimp Festival, Main Street Golconda Inc., Pope County, and the City of Golconda as additionally insured for September 15-17, 2023
- A current Certificate of Insurance (COI) must be submitted with your registration.
- Name of insured on policy must match name and address on vendor registration.
- Type of Insurance must be General Liability Insurance.
- Policy effective dates must be through setup and tear down of the Golconda Shrimp Festival weekend (September 15-17, 2023)



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- Policy limits must be at least:

General Aggregate:	\$1,000,000
Each Occurrence:	\$1,000,000
Products – comp/op agg:	\$1,000,000
Personal & Adv. Injury:	\$1,000,000
Damage to Rented Premises	\$100,000
- Description of Operations/Locations/Vehicles/Restrictions/Special Items must include:

Certificate holder is named as additional insured for the Golconda Shrimp Festival, September 15-17, 2023 at Golconda, IL and on surrounding streets in Golconda, IL.
- Certificate Holder must be listed as follows:

**Golconda Shrimp Festival, Main Street Golconda Inc., Pope County, and City of Golconda, their officers, contractors, and volunteers**  
118 E. Main St.  
Golconda, IL 62938

### Food Vendor Info

- **Health Department Permits:** Once approved for participation by GSF, all food vendors are required to obtain a Permit to Operate a Temporary Food Service (TFS) issued by the Southern 7 Health Department's (S7HD) Environmental Health Division (EHD). For information, please contact Southern 7 Health Department at (618) 634-2297 and ask to speak with the Environmental Health Division.
- **Inspections & Permits:** You and your workers must comply with all EHD requirements during the event.
  - Food vendors must be ready for EHD inspectors at times assigned by S7HD.
  - No food can be sold until you have been issued a permit by S7HD's EHD. Permit application is attached at the end of this document. Please remit S7HD Permit to Operate a Temporary Food Service Establishment to EHD. Contact info is on the form.
  - For health and safety reasons, only food booth workers are allowed in the food prep area.
  - Family and friends must remain outside the vendor booth space.
- **Cleaning & Damage:** All food vendors preparing and cooking food on-site are required to leave their site clean and undamaged.
  - Food vendors must dispose of grease in proper containers
  - If using oil or grease, you are required to bring oil dry or kitty litter to sprinkle in your area before you leave. This is to ensure we leave Main Street in a clean condition for our businesses and residents following the festival. Failure to properly clean your space will result in not receiving an invitation to return to later festivals hosted by Main Street Inc.
- **Shrimp Dishes:** All major food vendors are required to offer at least one menu item containing shrimp for the duration of the festival (10am to 7pm). Our guests are coming for those shrimp related dishes and have expressed frustrations in the past when food vendors have not had any shrimp dishes to offer around the dinner hour.



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- **Menus:** Finalized food menus must be forwarded to the Main Street office no later than September 1, 2023. Please include your items and prices so that we can publish them in advance and help promote your offerings. All menu items must be priced in \$1.00 increments.
- **NO CASH SALES:** Food vendors agree to only accept food tickets. There are absolutely no cash sales allowed. Tickets need to be turned back in to the bank by 10:30pm on day of the festival for tabulation and reimbursement. Reimbursement checks will be sent out by Main Street Golconda Inc. the following week after the festival's conclusion.

### Important food vendor items to cover:

- Ice is considered like food. If you have an ice chest, please use food-grade bags in the ice chest
- When cooking please make sure to use lids and covers for your pots and pans.
- Stored food must be six feet off the ground or floor.
- Outdoor customer self-service condiments must be in individual packets.
- Hot foods must be held at >135 Fahrenheit and cold foods held at <41 Fahrenheit.
- Glove use is required for all workers inside vendor spaces when handling ready to eat foods or foods that are not subject to further cooking.
- No eating or drinking inside the vendor spaces.
- Staff drinks, food, and all personal items must be stored separately from food you are selling.
- All openings to the outside shall be protected from flying insects by an effective air curtain, tight-fitting screens, or doors.
- **Stands shall be adequately screened** and ventilated to the outside when grills, fryers or ovens are located inside the stand. The ventilation shall be adequate to removed trapped heat, smoke and moisture. Overhead protection of grills should be compliant with Fire Marshall Requirements.



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## Hold Harmless Clause

Please sign and return this Hold Harmless Clause with your application, signifying you have read all the festival rules and procedures. We look forward to seeing you at the Golconda Shrimp Festival!

Vendor will use appropriate equipment and exercise due care in all its activities and agrees to comply with all applicable local, state, and federal laws, rules and regulations. Vendor agrees and covenants to indemnify, defend, and hold harmless the Main Street Golconda Inc, City of Golconda, Pope County, and all of their officers directors, volunteers, officials, employees and agents from and against any and all liabilities, claims, losses, expenses, and causes of action of whatever nature of type (including but not limited to causes of action based upon, strict liability or otherwise) and all attorney fees, costs, and expenses incidental thereto, which may arise or in any way be connected directly or indirectly with Vendors participation in the festival. This indemnification is absolute personal to the Vendor and is not limited by the insurance coverage which Vendor must have in place.

Business Name: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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