**APPLE BUTTER FESTIVAL RULES FOR PARTICIPANTS**

(please read carefully and initial in space provided)

1. **All booth spaces are 10' x 10' or 10’ x 20’.** Additional space may only be used with permission of the Festival. All requests for additional space or issues with tent or height set up should be noted on the Festival application.

**2. Participants are responsible** for providing Covid safety measures to be determined no less than 30 days in advance of the festival, safe and secure booth structures/equipment, necessary weather protection and overnight security for their property, and loading/unloading products/equipment. IT IS NOT RECOMMENDED THAT YOU LEAVE PRODUCT IN YOUR BOOTH OVERNIGHT. Participants are responsible for complying with all health regulations.

3. **TRASH.** All vendors are responsible for cleaning the area around their booth at the close of each day and **depositing their bagged trash beside festival containers**.  Vendors are responsible for providing their own trash bags. The Health Department requires food vendors to provide two covered trashcans at the front of their booth.  Participation in future festivals will not be extended to those who do not leave their booth area clean.

* Vendors with open fires must clean up ashes before leaving.
* Vendors disposing of grease must do so in the specially marked grease barrels.
* At the end of the each Festival day all cardboard boxes must be broken down, made flat and stacked next to (not in) a Festival trash container. Boxes will be recycled.
* Food vendors will not leave containers i.e. bread racks, soda containers, etc. on the lot at Festival end.
* **Contact the Health Department at least 45 days in advance of the festival to obtain necessary permits.**

4. **VEHICLES**

**Saturday** - Parade begins promptly at 9am at which time roads will be closed. Vehicles are not allowed in the festival area between 8am and 6pm.

​**Sunday** - Vehicles are not allowed in the festival area between 10am & 5pm.

​Participants may not sell from the back of a vehicle. Vendors may set up on Friday evening at the times listed on the booth assignment paperwork. All food trailers will be assigned a specific Friday setup time.

5. **CHECKOUT**

**Every participant must report gross sales and pay applicable Participation Fees at the time of checkout.**

-If checking out at the close of the festival, do so at the Chamber Office located at 127 Fairfax Street.

-If you have sold out of product and need to check out early, please do so at the Chamber Booth located inside the entrance to the park.

Vendors who do not check out before leaving for the weekend may not be invited to return to the festival in the future. The Festival does not collect sales tax. It is the responsibility of the vendor to submit state sales tax to the WV State Tax Department.

**6. Participants may only sell products listed on their application unless prior permission is obtained** from the Festival Coordinator.  No food may be sold without advance notification. *You may* ***NOT*** *let someone else use your booth space if you are unable to attend.*

**7. Electricity will be provided only to those food vendors requesting it in advance** and only for appliances listed on the application. Appliances not listed on the application will be disconnected. Heaters & display lights will not be allowed on the electrical line.  **All booths using electric or gas must have fire extinguishers. Vendors will not be permitted to use more than 60 amps of power. Beer Garden vendors must bring their own power source.**

**8. Political, educational, and religious groups may conduct activities ONLY from an approved booth** at the Festival. Such activities must be cleared with the Festival coordinator.

**9. The Festival coordinator will assign all booths to specific areas.**  No booth or display may obstruct a fire hydrant or free space provided around such hydrants.  *The Festival Committee reserves the right to deny sale of certain products or distribution of materials based on a consideration of its acceptability to public taste.*

**10. The Festival does not allow the sale of "silly string", "poppers", any sort of firecracker/cherry bomb, stink bombs, fake cigarettes, toy guns or archery sets or colored hair spray.**

**11. THE CHAMBER OF COMMERCE IS NOT** **RESPONSIBLE FOR SALES TAX, HEALTH PERMITS, OR PARKING FEES.** Festival fee includes the Town of Bath business license.