

VENDOR INFORMATION:

Submit a list at least one month prior to the event to the office of Special Events
Include the following information – per vendor

Business Name

Business Address

Federal ID # (can be social security # if it's an individual)

Not for Profit – 501c3 number

What they will be selling

Please advise all vendors that the list will go to the License Collectors office to check for compliance on all taxes – they will not be given clearance to vend if taxes are owed. It is the organizers responsibility to inform them of this. If they are not compliant the organizer will be notified and they must pass the information to the business asking for a vending permit. No vendor will receive a Festival Vendor permit or health permit if they are not in complete compliance.

Vendors at any festival 3 days or less are given a waiver – over 3 days there is a \$75.00 Festival Vendor fee. The organizer will be issued a waiver list from the License Collectors office – the organizer should make a copy of that document and have each vendor display it in their booth.

All vendors selling food must get a Health Permit – it must be displayed in their booth.

All vendors selling alcohol must have a liquor license, issued by the Excise office both City and State. The liquor licenses must be displayed in their booth. Each point of sale for alcohol must obtain a license.