



2025 Vendor Day-Of Information

It is critical that all members of your team know and understand the day-of event expectations. This ensures the success of this festival for vendors, attendees, the Chamber, and the community!

Day-of Festival Timeline:

- 6am - Main Street closed | Unauthorized vehicles towed
- 8am - Vendors may enter the festival footprint to set up. (Enter via Jefferson Street)
- 10am - **ALL** vehicles removed from festival footprint. **MANDATORY MEETING AT CITY HALL.**
- 10:30am - Health Department inspections begin of all food/drink booths
- 12pm - **Soup** competition entries brought to City Hall
- 12:30pm - **Chili** competition entries brought to City Hall
- 1pm - **Stew / Brew** competition entries brought to City Hall
- 4:30pm - Awards at the Main Stage
- 5pm - Clean-up / tear down begins
- 6:30pm - Vendor/Booth vehicles allowed back on Main Street. (Exit via Broadway Street)
- 9pm - Main Street & side streets reopened to general public traffic.

Collecting Tickets for Payment / Payout

- Tickets are \$1 a piece and will be sold at designated ticket booths throughout the festival.
- Prices for soup/stew/chili: 4oz (small) = 3 tickets | 6oz (medium) = 4 tickets | 8oz (large) = 5 tickets
- You may set your own prices for other food/beverage items, but please be cognizant of your prices to ensure the festival continues to be affordable to all attendees.
- **You are only allowed to accept tickets; no other forms of payment are accepted at your booth.**
- You will be responsible for keeping track of your tickets.
- Each booth will receive designated plastic money bags to keep track of their collected tickets throughout the day. At the conclusion of the day, please count your tickets and write the number of tickets on the provided form.
- Place that form inside your ticket container and bring it to the Jefferson Street "Welcome Booth" as soon as possible.
 - If at any time you feel that you have too many to keep track of, wave down your Area Captain, and they will help you. (Last year we had some booths make ~\$3,000~)....aka 3,000 tickets in their possession (that can be nerve wracking, and we understand). Area Captains can safely secure your tickets inside the Chamber until the event is over.
- All ticket counts will be verified by SSCB Committee Members, and then a payment will be made back to the organizations within 2 weeks of the festival.



Supplies:

- Your first round of initial supplies will be given to you immediately following the mandatory vendor meeting at 10am. Supplies will be kept in the Steinhardt Truck located next to City Hall.
- The Chamber will provide the following supplies: bowls, cups, lips, spoons, and napkins.
- If/When you need more supplies, either grab the attention of your Area Captain, or walk to the Steinhardt Pick Up Station and grab the items needed from the Supply Truck volunteer.

Food/Drink to Serve:

- 1.) Each booth must have at least one item in at least one category for our competition. This could be a soup, stew, chili, or brewed non-alcoholic beverage.
- 2.) We ask that each booth prepare 30-50 gallons of food. In almost all cases, vendors completely sell out. Please do your part in preparing the necessary amount of food so we don't run out early for attendees.

Disposal of Trash:

- 1) Bring your own trash can/waste disposal vessel. Do not use the sidewalk trash cans to dispose of your trash, as these are meant for festival attendees. We do not want to see them overflowing! Please do your part and help us keep the festival clean. Teamwork makes this big dream work!
- 2) When you have a full bag, simply pull it out, tie it up, put a new bag in, and set it aside.
- 3) Grab the attention of your area captain who will inform our trash helpers to come get it from your booth and take it to the dumpster located behind City Hall (using a wagon).
- 4) Do not drag your trash on the ground. You will be responsible for cleaning up any mess your booth makes, using the tools you bring with you.

Pets & Service Animals:

- 1.) We ask that all visitors and vendors leave their pets at home. Because the festival is food based, we ask that you do not serve those with pets. They will be asked to take their pet home or leave the festival area. The Health Department does not like the idea of pets being in an area where food is served.
- 2.) Service Animals cannot legally be asked to leave the area.

Safety & First Aid:

- 1.) If you see something suspicious, say something. We will have the Madison Police Department on standby, as well as some safety officers we have hired to be in attendance.
- 2.) Safety is always number 1 in any event. We ask that you follow the Fire Prevention Guidelines, as well as Safety and Health Guidelines set by the SSCB Festival committee, the Jefferson County Health Department, and the City of Madison.
- 3.) If we have inclement weather; leave the area and seek shelter immediately.



First Aid Kits and Emergency Contingency Plans are located at each Welcome Booth and Ticket Booth.