



2025 Vendor Rules & Expectations

PLEASE READ CAREFULLY. ANY VIOLATION OF THESE RULES COULD RESULT IN A FINE OF UP TO \$500.00 AND / OR DISQUALIFICATION FROM FESTIVAL PARTICIPATION.

- 1. All booths MUST sell a soup, stew, chili or a non-alcoholic brew.** Other edible items (such as sides, desserts, beverages, etc.) may be sold as long as you are willing to sell a soup, stew, chili or brew. Non-edible items are **NOT** permitted.
- 2.** If your booth is distributing flyers or other materials, all distribution must take place within your assigned booth space. Walking around the festival to hand out items is **NOT** permitted.
- 3. Booths are not permitted to accept cash or credit card payments directly.** Tickets will be sold to attendees for \$1.00 each at designated ticket booths within the festival grounds, or in advance through mادتixevents.com. Vendors will collect these tickets as payment and must turn them in at the **Welcome Booth** located on **Jefferson Street** at the end of the festival. The Chamber will issue you a check for \$0.85 per ticket collected.
 - a.** Prices for soups, stews, and chilis have been set in advance at 3, 4, or 5 tickets each for every 4, 6, and 8oz containers respectively. You may set the number of tickets required to purchase other items at your booth.
- 4. ALL BOOTHS MUST COMPLY WITH THE FIRE PREVENTION GUIDELINE AND THE GUIDELINES ESTABLISHED BY THE JEFFERSON COUNTY BOARD OF HEALTH.** Please see the Temporary Food Operations Request Form and contact the Jefferson County Health department directly at (812)-273-1942.
- 5.** If you must use electricity, your equipment must be properly grounded. **Generators must be approved in advance and require additional agreement and instructions.** Please be aware we **DO NOT** recommend the use of slow-cook pots. Multiple slow-cook pots WILL blow an electrical circuit.
- 6. Fire prevention for SSCB Booths: NO straw, hay bales or corn shucks in the booth area.** (May be used as decoration on the outside of your booth.) All decorative materials shall comply with Fire Code. Tents or canopies may use steam tables or Sterno candles if they have proper containment receptacles: **Fire Department Officials will have final approval. ALL booths except food booths shall have a portable fire extinguisher with a minimum rating of 2A-10B-C. All food booths that are preparing food using a fryer or food that produces grease laden vapors shall**

have a Type K extinguisher. All electrical extension cords that are used, must be UL listed as an outdoor electrical cord. In reference to multi plug adapters they will not be allowed. Only fusible power strips are allowed.

7. Any electrical cords must be rated for outdoor use and properly secured to the ground. **Booths MUST tape down cords to pavement** (using cracks in the sidewalk where possible). Place covers or mats to prevent the risk of trips or falls. SSCB event staff will check for tripping hazards prior to the event, and you may be required to re-secure cords.
8. When cooking, the cooking surface must be totally under the tent, or at a minimum of 10 ft. away from all tents and structures. If using propane as a fuel source, the propane must be secured to prevent falling or kicking over.
9. If picnic tables (or other seating) are placed near your food booth, please reserve that seating for event attendees only. **Booths must bring their own tables and chairs** for their staff/volunteers and that seating must fit within your booth space. Sidewalks are **NOT** considered in the footprint of the event. **Your booth must not extend onto the sidewalk in any capacity.**
10. **No pets are allowed within the festival footprint.** Booths **MUST NOT** sell goods to anyone accompanied by a pet. Please instruct the person to remove their pet from the festival's footprint. If they have questions or complaints they can contact the Chamber.
11. **Booth set up begins at 8:00 AM.** Use extreme precaution when entering the footprint. You must replace road barricades as soon as you enter and exit. **All Vehicles MUST be out of the festival footprint by 10:00 AM.** Your Booth **MUST** be ready for the Health Department inspection by 10:30 AM.
 - a. All vendors must enter through the **JEFFERSON STREET** gates and exit through the **BROADWAY STREET** gates.
12. All Booths must have a representative available to attend the **mandatory meeting at 10:00 AM** on the day of the festival. This mandatory meeting will take place at City Hall on the corner of Main and West Street.
13. Booths **MAY NOT** start packing up or tearing down until **5:00 PM**, when the food portion of the festival is over. No vehicles allowed other than **APPROVED** golf carts and vehicles. **Vendor/Booth vehicles will not be allowed back on the street until 6:30 PM and MUST be off the street by 9:00 PM.** You must replace road barricades as soon as you enter or exit the festival footprint.

Have a SUPER DAY at the SSCB Festival!

- 14.** All booths must properly dispose of all trash debris and grey water from booth space. When you leave...**Leave no trace.** A dumpster is provided and is located behind City Hall on West Street, South of Main Street. A grey water tank is also provided and is located on West Street, North or Main Street.

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