

2019 Oktoberfest Festival Vendor

Terms and Conditions

September 27th, 28th, 29th

1. The Hannibal Oktoberfest Festival is an outdoor, arts, crafts, food, and entertainment festival. It is free to the public to visit..
2. The Hannibal Oktoberfest Festival organizers will not be responsible for any damage, theft, nor any losses sustained by any vendor., no matter what or who caused the damage. It is recommended that you carry insurance.
3. The Hannibal Oktoberfest Festival organizers will not be responsible for
 - a. Any injuries sustained by any vendors. Furthermore, the vendor may be held responsible by any visitor to their booth space that may be injured on the vendor space. It is recommended that you carry insurance.
 - b. Any damages to vendor vehicles.
4. Vendor tents and exhibited items
 - a. All tents must be displayed in a professional manner.
 - b. Tarps for roofs are not permitted.
 - c. Tarps are ONLY permitted for incimate weather and evening sides.
 - d. All tents must be secured in case of strong winds.
 - e. All items must be inside the designated booth space. Items may not be displayed past 10 feet from the curb edge, or cross over into the neighboring booth spaces.
 - f. The sidewalks must be clear of all vendor materials, chairs and property. This is for pedestrian safety and traffic. You will be told to remove your belongings from the sidewalk.
 - g. Overhead sun canopies are permitted on the front side of the vendor tent for shade only outside of the 10 feet. No merchandise may be displayed or hung from the canopy. All canopies must be higher than 7 feet tall and may not extend more than 2 feet into street.
 - h. No stakes will be permitted to secure tents or any other items.
 - i. Extension cords leading to electrical outlets must be taped to the ground with contrasting colored tape.
5. Merchandise
 - a. The Hannibal Oktoberfest Festival, in conjunction with the Historic Hannibal Marketing Council, will have the ability to deny any vendor application, without reason.
 - b. There will be no merchandise displaying or referencing violence, drugs, profanity, undergarments, or sexual topics. It is a family street festival with young children. **YOU WILL BE TOLD TO REMOVE THE QUESTIONABLE ITEMS.**
 - c. There will be no knives, realistic looking guns, brass knuckles, swords, or any other weapons sold or on display. This includes toy replicas of the same. **YOU WILL BE TOLD TO REMOVE THE QUESTIONABLE ITEMS.**
 - d. You may not sell outside of your designated booth space, no roaming sales.
 - e. You may not provide samples outside of your booth space.
 - f. You may not use your booth space as a means of political/social platform, or distribute, or sell any materials to this fact.
6. Food and Beverage
 - a. Any vendor selling or giving away ingestible items, must obtain a permit from the Marion County Health Department. If you do not obtain a permit, you **WILL NOT** be permitted to sell, nor give away, any ingestible items.

- i. The Hannibal Oktoberfest Festival will email or send via postal mail, the application needed to sell or give away ingestible items for the Marion County Health Department's Food Stand Permit.
 - ii. The Vendor will be responsible to complete the application and submit with payment to the Marion County Health Department NO LATER THAN APRIL 30, 2019.
 - b. You may only sell items that have been approved by the Hannibal Oktoberfest Festival Director.
 - c. You may not sell outside of your designated booth space, no roaming sales.
 - d. You may not provide samples outside of your booth space.
 - e. You may not use your booth space as a means of political/social platform, or distribute, or sell any materials to this fact.
 - f. ALL food vendors using fryers that are preparing food on the street, MUST HAVE absorbent material to catch spilled oil on the ground.
7. Electricity
 - a. 5 amps of electricity are available to vendors at no charge on a first come, first served basis at the festival. This is roughly enough to run a small fan and charge a cell phone or laptop.
 - b. If a vendor is responsible for more than 5 amps and trips a breaker on the utility pole, that vendor will be responsible for the emergency service call payment to the on call electrician, which could amount to more than \$100. If payment is refused, the vendor will be forced to leave the festival, without refund.
 - c. If more than 5 amps of electricity is required, additional fees will be required.
 - d. Portable generators are not permitted.
 - e. Silent portable battery power (car battery) is permitted.
 - f. If more than 5 amps of service is required, the vendor MUST pay for additional electricity at the minimum rate of \$25.00 per 20 amps. 20 amps is the capacity of the festival.
 - g. Electricity is limited and will be sold at a first come, first paid basis. Vendors may have an application denied based on electrical needs that the festival is unable to provide.
8. Trailers/Trucks
 - a. Food Trucks will not be permitted at the Hannibal Oktoberfest Festival, only trailers and tent service food booths will be permitted.
 - b. Trailer space is limited and will be on a first come, first PAID basis and location WILL be determined by the Hannibal Oktoberfest Festival Director. Requests can still be made.
 - c. Trailers will not be permitted on Main Street for sales.
 - d. Trailers will not be permitted in front of active stores and restaurants.
9. Payment
 - a. After completion of the registration and acceptance of the terms and conditions, an invoice will be sent to the vendor via email or postal mail.
 - b. Vendor will make payment either online using a credit card or by mailing a check or money order to the Hannibal Oktoberfest Festival Director, within fourteen (14) days of the dated invoice. CREDIT CARD INFORMATION WILL NOT BE TAKEN OVER THE PHONE.
 - c. The Hannibal Oktoberfest Organizers will not be responsible for missing checks that are sent via postal mail.
 - d. Failure to make full payment within fourteen (14) days from the date of the invoice WILL result in forfeiture of the registration application and booth space request. Registration will then need to be completed again by the vendor.
 - e. ALL PAYMENTS ARE FINAL. THERE WILL BE NO REFUNDS.
10. Booth Space Requests
 - a. Booth spaces may be requested by the vendor, however the Hannibal Oktoberfest Festival Director will have the final say of vendor placement as to keep similar products dispersed throughout the festival.

- b. Vendors must be open for business, no later than 5:00 PM on Friday, September 27, 2019. Vendors who are late and do not notify the Hannibal Oktoberfest Festival Director, risk forfeiture of their booth space and may be relocated to a different space.

11. Vendor Parking

- a. NO PARKING SHALL BE PERMITTED on North Main Street from Broadway to North Street.
- b. NO PARKING SHALL BE PERMITTED on Center Street, east and west of North Main Street from alley to alley.
- c. NO PARKING SHALL BE PERMITTED on Bird Street, east and west of North Main Street from alley to alley.
- d. NO PARKING SHALL BE PERMITTED on Hill Street, east of North Main Street from alley to alley.
- e. NO PARKING SHALL BE PERMITTED in the parking lot at the corner of North Main Street and East Bird Street.
- f. NO PARKING SHALL BE PERMITTED in the parking lot on the west side of the 300 block of North Main Street.
- g. NO PARKING SHALL BE PERMITTED in private parking spaces of businesses without permission of the property owner.
- h. The Hannibal Oktoberfest Festival Organizers will not be responsible for any towing or citations incurred because of illegal parking by a vendor.
- i. PUBLIC PARKING may not be available on the east side of the Mississippi River Levee and on city streets outside of the festival area. The city is constructing a new riverfront.

12. Festival Setup, Operating Hours, and Teardown

- a. Set up will begin on Friday, September 27, 2019 at approximately 3:00 PM.
 - i. Streets close at 3:00 PM on Friday, September 27, 2019. If a vehicle is parked in your booth space, the police will be notified to identify and contact the owner to remove the vehicle. The Hannibal Oktoberfest Festival Organizers will not be held responsible for the amount of time required to remove the vehicle.
 - ii. Vendors will not be permitted to leave their vehicles in the street while setting up. Unload your items, park your vehicle, return and set up. There are many other vendors trying to do the same.
 - iii. NO VEHICLES WILL BE ALLOWED IN THE STREETS AFTER 5 PM ON FRIDAY, SEPTEMBER 27, 2019. YOU WILL HAVE TO HAND CARRY ITEMS TO YOUR BOOTH. ARRIVE EARLY. THIS IS FOR PEDESTRIAN SAFETY.
 - iv. There will be LOCKED street bollards in place from 5 PM Friday until 5 PM Sunday. No vehicles will get in.
- b. The festival operating hours are
 - i. Friday, September 27, 2019 from 5:00 PM until 9:00 PM
 - ii. Saturday, September 28, 2019 from 11:00 AM until 8:00 PM
 - iii. Sunday, May 26, 2019 from 11:00 AM until 4:00 PM
 - iv. Merchandise vendors may begin selling on Friday afternoon once you are set up.
 - v. You may sell after hours in the evening if there is still a crowd and you wish to continue.
 - vi. FOOD VENDORS MAY NOT SELL UNTIL THEY'RE INSPECTED AND RECEIVE A PERMIT TO DO SO.
- c. Teardown procedures
 - i. Vendors may not teardown booth spaces until 4:00 PM on Sunday, September 29, 2019.
 - ii. Vendors MUST organize items for loading BEFORE bringing vehicles into the street. Again, hundreds of other vendors are doing the same.
 - iii. EARLY TEARDOWN IS ONLY PERMITTED WHEN INSTRUCTED BY THE Hannibal Oktoberfest FESTIVAL DIRECTOR. This will only occur due to weather.

- iv. NO VEHICLES WILL BE ALLOWED IN THE STREETS BETWEEN FRIDAY, SEPTEMBER 27, 2018 at 5:00 PM and SUNDAY, SEPTEMBER 29, 2019 at 5:00 PM, UNLESS APPROVED BY THE Hannibal Oktoberfest FESTIVAL DIRECTOR.

13. Pets

- a. ONLY ADA service animals will be permitted in vendor booth and must wear proper service animal designations.
- b. Plan ahead and board them for the weekend.
- c. ALL ANIMALS MUST HAVE ACCESS TO SHADE AND DRINKING WATER. Failure to do so will be reported to Hannibal Animal Control.

14. Food Vendor Menus

- a. Food vendors will give a list of up to 10 items, in order of preference, on the registration form they wish to sell.
- b. If no other vendor designates the FIRST FIVE (5) ITEMS as EXCLUSIVE, you will be able to sell these items.
- c. Duplicate items are able to be sold, but they must be at least two (2) MAIN STREET blocks away from the duplicate item..
- d. Food Vendor Booth space placement will be regulated by the Hannibal Oktoberfest Festival Director based on,
 - i. Type of service - ground/tent vs food trailer
 - ii. Food Trailer Service Window location - Passenger vs Driver's Side
 - iii. Electrical requirements - only 20 amp service is available. No 30 or 50 amp service.
 - iv. Proximity to local business which may sell the similar item, i.e. Ice Cream
 - v. Running water requirements
- e. Any signage displaying unauthorized food items may need to be removed or covered.
- f. Food vendors are required to participate in meals for volunteers. A coupon will be given to each volunteer for 1 entree and 1 beverage on the day they are working. The volunteer may choose to visit your site or not to visit your site to redeem their meal.**

15. Alcohol Vendors

- a. ALL alcohol vendors will be licenced by the city, county and state..
- b. Alcohol vendors will be financially responsible for local and state permits required to sell alcohol at an outdoor festival.

16. Festival Photography

- a. Vendors may be requested to submit photos of their booth or products. These images will be used to promote the booth space on Google Maps and for festival marketing purposes. Credit will be given for the photography used.
- b. The Hannibal Oktoberfest Festival will take pictures during the festival and will use these images for promotional materials.

17. Refunds

- a. Refunds of payment will ONLY be granted if the application is denied.
- b. NO OTHER REFUNDS WILL BE GIVEN, for any reason, at any time.
- c. Payments will not be permitted to be used towards future payments at future festivals.

18. Sale of Hemp products

- a. No vendor, food or merchandise, will be permitted to sell hemp products.
- b. No vendor, food or merchandise, will be permitted to market hemp products.