



VENDOR RULES & REGULATIONS

GENERAL GUIDELINES

1. **Submission of vendor application does not guarantee acceptance. Admission to the event will be communicated to you via e-mail. If accepted, you will be sent a registration link and event contract for signature, which must be signed and returned within three business days.**
2. Participation is only confirmed after the contract is signed and submitted and registration is paid in full.
3. All goods displayed and/or sold must be approved prior to the festival.
4. There will be no refunds, transfers, or cancellations of vendor participation permitted.
5. The Hooley on Kamm's Corners™ is an outdoor street festival, although some indoor venues will be open. There are no provisions for a vendor rain site. We recommend that all participating vendors make arrangements to be outdoors, even in the event of rain. There will be no reimbursement of booth payment due to inclement weather.
6. Selling merchandise branded with The Hooley on Kamm's Corners™ or The Hooley™ is prohibited.
7. West Park Kamm's Neighborhood Development and its staff and volunteers shall not be held responsible for any loss or damage to property.
8. No food trucks.
9. No generators.
10. No alcohol.

EXHIBIT AND BOOTH SET UP

1. Vendors must keep everything (excluding food prep using propane or open flames) within their assigned footprint. Electrical power must be paid for in advance and is available only for food vendors from outlets within the street planters.
2. **Vendors are not permitted to have generators.**
3. Vendors can begin set-up after they have checked in and received their booth location. Check-in will begin at 9 a.m. the morning of the festival at the information tent. Please do not arrive early.
4. All set-up **MUST** be completed by 11 a.m.
5. Vehicles will not be permitted to enter the festival footprint after 10:30 a.m., and all vehicles must be removed by 11 a.m.
6. Booth location changes will not be allowed on the day of the festival.
7. All vendors must remain open and have merchandise and/or food available until 8 p.m.
8. Disassembling and clean-up of vendor area must start at 8 p.m. and be completed by 10 p.m., including the removal of all food, boxes, trash, and recycling. A dumpster will be provided for use by vendors. You may not use the decorative trash cans on the sidewalk.
9. All vendors will be required to show proof of liability insurance.

All tents are required to be weighted and secured properly. Unpredictable weather and wind can come up at any moment creating a safety hazard if the tent is not properly secured. Event organizers reserve the right to

demand heavier weights or to have them installed more securely. Lack of compliance will be grounds for removal from event.

- Sufficiently weighted tents will have at least 20 pounds per leg and double that on a 10' x 20' tent.
- Weights should not cause a tripping hazard.
- Weights should be tethered with lines that are clearly visible.
- Weights should have soft edges to avoid causing cuts and scrapes.
- Weights should be securely attached.
- Weights should be on the ground (NOT above people's heads).
- There is to be no staking into the pavement whatsoever.

PERMITS, LICENSES, AND INSURANCE

1. **License to Conduct a Temporary Food Service Operation** – The Cleveland Department of Public Health requires all food vendors to secure a license to conduct a temporary food service operation or a temporary retail food establishment. Visit the Food Safety section of clevelandhealth.org for details. *You must secure this yourself and provide a copy with your application.*
2. **Temporary Permit for Hazardous Materials** – The City of Cleveland, Division of Fire Prevention and Safety requires a permit if you plan to use a propane tank or open flame to prepare food (NOTE: you may not use either under the tent). Visit the Division of Fire section of city.cleveland.oh.us for details. Although no permit is required for Sterno, it must be on a non-flammable surface, and the location will require a fire extinguisher. You must secure this yourself and provide a copy with your application.
3. **Transient Vendor's License** – Vendors selling outside of their permanent place of business and vendors with no permanent place of business need to obtain a transient vendor's license from the State of Ohio Department of Taxation. Applications are available online at www.tax.ohio.gov. You must secure this yourself and provide a copy with your application.
4. All vendors will be required to show proof of liability insurance.

FOOD VENDOR OPERATIONS GUIDELINES

1. Registration as a Food Vendor is required for sales of all foods except those that are pre-wrapped at an approved off-site kitchen or by a wholesale supplier prior to the event. These items must be sold in the original packaging.
2. **Vendors are not permitted to have generators.**
3. No food trucks, trailers, or refrigeration vehicles are permitted at the festival.
4. Electrical power must be paid for in advance and is available only for food vendors from outlets within the street planters. You must bring your own 100' 3-prong, grounded, heavy duty extension cord, surge protector, and heavy-duty tape.
5. All uncovered food should be shielded from customers with a sneeze guard.
6. All perishable food must be placed directly in a refrigerated unit or on ice. All perishable food must be maintained above 140° F or below 45° F.
7. Those handling foods cannot handle cash.
8. All long hair must be tied back and kept away from the food.
9. Hands must be washed before starting operation, after a smoke break (taken outside of the tent), after visiting the restroom, and always before handling food.
10. You must have three (3), 5-gallon buckets at your station. One for soapy wash water, one for clear rinse water, and one with sanitizing solution. The buckets must be at least half filled at all times.
11. An adequately sized waste container and a roll of paper towels must be present at all times.
12. All food and food containers, including bags of ice, must be stored at least six inches off the floor or on shelving or pallets located within the booth.

13. No home-prepared food is to be sold. Preparation of food in private dwellings of any description is prohibited.
14. Food must be prepared in approved food booths or in an approved kitchen. Examples of such kitchens are restaurants, school cafeterias, and other facilities approved by the Cleveland Department of Public Health.
15. Food Vendor employees may not contact ready-to-eat foods with their bare hands. They must use approved utensils, deli tissue, or single-use gloves.
16. All operations must provide a thermometer.
17. Neither smoking nor animals are permitted under the tent.
18. Ice used for refrigerating food and ice used in beverages must be kept in separate bins or containers. All ice bins or containers must be continuously drained into catch basins or appropriate containers.
19. Water and other liquid wastes, including waste from ice bins and beverage dispensing units, shall drain into catch containers and be poured into the sanitary sewer or waste water dumpsters. Do not pour waste liquid on the ground.
20. Food vendors who use propane gas and/or open flame will be required to obtain a Temporary Permit for Hazardous Materials through The City of Cleveland, Division of Fire Prevention and Safety (application is enclosed). Vendors using open flame including Sterno must equip their booths with fire extinguishers.
21. Each booth serving food must have a temporary food service operation license through The Cleveland Department of Public Health, and the license must be posted (application is enclosed).

ARTS/CRAFTS/GIFTS VENDORS

1. Please submit photographs and a description of your work via email to hooley@westparkkamms.org. Approved artists will receive an application code to use in online registration portal. Contact JD Smith, Event Manager at 216-252-6559 x1300 with questions.
2. All work exhibited in Fine Art Alley must be original, designed and produced by, or under the direct supervision of, the exhibiting artist. All work must be priced.
3. Artists must have an Ohio transient vendor's license and collect sales tax.
4. Approved artists will bring their own 10' x 10' tent, tables, chairs, signage, and merchandise.

Inadmissible work:

- Buy-sell art, imported art, workshop art, or mass-produced items.
- Traditional craft items.
- Items made from kits or molds, unless the mold is an original work of the artist.
- Tents, hammocks, camping gear, luggage, or similar items as an art form.
- Art based on embellishing commercially produced items such as painting, stitchery, or appliqués on commercially produced garments.
- Decoration on commercially produced furniture or reconstructed or embellished structural/architectural components.