

# HPG BID Music Jam and Vendor Fair Rules of Operations & Acknowledgement & Code of Conduct

Minimum expectations for all BID Music Jam and Fair vendors are that they be reliable, be set up to greet customers for the opening of the days events by 8:00 a.m, and keep a good, positive attitude for the duration of the Fair hours. **You may set up between 12:00 to 6:00 PM on July 26<sup>th</sup> and between 6:00 – 8:00am July 27.**

1. 1 Steuben Square is a “Family Friendly” area and all are expected to act appropriately.
2. Vendors are required to wear shoes and shirts at all times. Vendors should wear clean clothing and present a professional appearance.
3. 1 Steuben Square is a Smoke Free Area
4. Foul language, profanity, or other rude behavior is not permitted.
5. Incidents of unruliness and verbal disdain will not be tolerated and will result in immediate and permanent expulsion from future HPG events
6. Possession of firearms or consumption of alcohol or use of drugs, or operating under the influence is not permitted and is grounds for permanent eviction from any HPG sponsored events.

## Music Jam & Vendor Fair Rules and Responsibilities

1. All vendors must complete and submit a Vendor Application which includes acceptance of the BID Music Jam and Fair Rules and Regulations, and adherence to related governmental rules and permit/insurance requirements.
2. Required applications, permits, licenses, and fees must be complete before vendors will be allowed to participate in the BID Music Jam and Fair.
3. All vendors must display a sign in their stall clearly identifying the name of the vendor and their location (county or city). Other information, such as telephone number/ website may be included.
4. Vendors must provide their own table, chairs, signs, and refrigeration (if needed). (10 X 10 tents)
5. Electricity is limited and available to food vendors on a first come first serve bases.
  - 5.1 If possible please provide your own generator.
  - 5.2 Turing in your application is not final approval for a spot with electric, those who identify that electricity is required will be notified of electrical status and agreement to use of electrical requirements will be identified on final signed application.
  - 5.3 If electricity is available, vendors must supply their own extension cords and mats or tape to cover any portions of the cord that lie in any walking area used by BID Music Jam and Vendor Fair customers.
  - 5.4 Vendors who require electricity to comply with health department requirements have priority over electrical uses not required to ensure product safety.
6. Vendors and their employees are responsible for informing themselves about and complying with federal, state, and local health regulations and licensing requirements governing the production, display, distribution, sampling, and sale of their products.

7. Vendors providing samples of their products must comply with the rules governing BID Music Jam and Vendor Fair sanitation and health issues from the City of Hornell Health Department or other authorities.
8. The vendor is solely responsible and liable for any claims and damages resulting from the sale of unsafe, unapproved, or unsound goods.
9. Vendors must supply all materials and containers for customer sales.
10. Vendors are responsible for obtaining a Sales Tax Number if required by the State of New York and collecting and paying any sales tax that may be assessed on their products. The vendor shall be responsible for filing any and all returns required by the State of New York with respect to sales tax collection. The Hornell Partners for Growth 2019 BID Music Jam and Vendor Fair will not involve itself in collection, audit, or other related sales tax activities.
11. Trash must be placed in suitable containers. HPG BID provides trash barrels for vendor convenience. No trash should be left in the BID Music Jam and Vendor Fair area.
12. Portable restrooms are available on site.
13. It is the responsibility of the prospective vendor to complete, sign, and return all required paperwork and fees. Incomplete packets will not be processed.
14. Late arrivals are disruptive to other vendors and customers and reflect poorly on the BID Music Jam and Vendor Fair as a whole.
15. All vendors must sign and return all parts of the application and Indemnity Agreement to the BID Music Jam and Vendor Fair Manager with payment prior to attending a BID Music Jam and Vendor Fair.
16. Vendors who leave early may not be approved for future HPG vendor events. Exceptions will be made for emergency cases.