



Event Date: Sat. August 21st, 2021

Vendor Guidelines

SELECTION PROCESS

The AutoMania Committee will take an active role in the selection of vendors. Once those are chosen, we will select outside vendors based on the types of foods/products offered, the quality of the presentation, the vendor's experience, and the date by which we receive their application. Our goal is to have a balance and variety of quality vendors offered to the public for the AutoMania event.

QUALITY OF PRESENTATION AND WHAT WE PROVIDE

We require all vendors to have a professional presentation, and each will be responsible for supplying electricity/generator, tables, chairs, a canopy, equipment, garbage receptacle and other needs for the operation. Signage and banners need to be clean and professional looking. We encourage you to submit a picture of your booth, as the look and uniqueness will be particularly important to the selection committee. Due to the nature of the event, no charcoal grills are allowed. Dumpster locations at the event will be provided for your use. Compostable products and recycling are strongly encouraged. The use of a generator may be appropriate depending on your needs, but they should be placed so as to not interfere with the flow of pedestrian traffic or the ambient noise of the event.

MENU CHOICES

Please fill out your top three menu choices with your application. We will do our best to give vendors their first and subsequent choices but cannot guarantee they will receive it. We do not want numerous vendors selling the same thing at any given event.

BEVERAGE POLICY

Food vendors wishing to sell a "homemade" or no-brand product such as lemonade, coffee, or smoothies, should indicate so on their application as part of the menu selection. Allowances for these types of beverages will be made on a case-by-case basis. No alcohol sales is allowed.

INSURANCE REQUIREMENTS

Vendors must have liability insurance for this event. At time of application, we ask that you **submit a copy of your General Liability Insurance Policy listing AutoMania as additionally insured.** No one will be allowed to vend at AutoMania without this proof of liability.

APPLICATION DEADLINE, ACCEPTANCE NOTIFICATION AND HOW TO APPLY

We will accept applications up until the deadline of August 7th, 2021, or until all available spaces are full. **A late fee of \$150 will be imposed for applications submitted and accepted after August 7th, 2021.** Placement priority is first based on the order of applications received. You must submit the completed application, along with **one check** for the vendor fee. Including a photograph of your booth and signage is strongly encouraged. You will be notified of acceptance no later than August 14th, 2021. Once accepted, you will receive a participant packet with set-up information. There will be no refunds available once accepted to AutoMania, as all funds are fully committed to the production, promotion, and marketing of the event.