**Tipton Main Street Food Truck and Concert Series – 2022 Vendor Packet**

Congratulations on your acceptance as a vendor for the Tipton Main Street Food Truck and Concert Series (FTCS)! We hope to replicate the success of last year’s event 3 different times this year. By doing so, we hope to expand the livability of our community, to become better neighbors, and to assist with the continued success of local businesses, artisans, and musicians.

Vendors will be assigned a specific location and emailed a map and list of vendors prior to each FTCS. “Check-in” on Court Street is mandatory, at which time your location will be reviewed with you to avoid any misunderstandings. **Tents may only be a maximum of 10’ x 10’ and any food trucks or trailers** must stay within the parameters of their assigned space(s).

Although I will attempt to keep you in the same location for the entire series, booth locations are subject to change; so, DO NOT ASSUME that you will be in the same location each month!

**FTCS organizers have the right to determine participation.**

**In this packet you will find Important Information on:**

FTCS Dates and Schedule: Page 2

Guidelines, Dogs, Contact Info: Page 2-3

Classification and Pricing Guide: Page 3-4

Vendor Rules and Regulations: Page 4-5

Vendor Contract: Page 6

*\*We cannot stress the importance of reading* ***EVERYTHING*** *in the packet before addressing any questions you may have to the Vendor Coordinator (Amanda Baird) \**

**In order to be accepted to vend at the 2022 FTCS you must:**

**1. Complete the application:**

**2. Receive an acceptance email, stating that you have been approved, with this Vendor Packet attached.**

**3. Turn in your signed contract from PAGE 7 of the Vendor Packet.**

**4. Turn in your full payment (Please make checks or money orders out to: Tipton Main Street Association)**

*THE ONLY WAY TO SECURE YOUR SPOT IS TO SUBMIT YOUR CONTRACT & PAYMENT!*

**5. Items, SUCH AS THE CONTRACT, FOOD PERMIT, CERTIFICATE OF INSURANCE, etc. that need to be returned may be done by one of the following:**

1. **Email it to** **alocker765@gmail.com**
2. **Mail it to: Tipton Main Street Association**

**ATTN: Lindsey Ogden**

**101 E. Jefferson St.**

**Tipton, IN 46072**

***2022 FTCS DATES:***

Thursday, June 16th , 2022

Thursday, July 21st , 2022

Thursday, August 18th, 2022

**FTCS SCHEDULE:**

* The event will be open to the public from 5:30PM until 8:00PM
* Court Street Closes to the public at 4:00 PM
* **Vendor Check-in Opens** on Court Street (east side of courthouse), **at 4:00** **PM**
* Set Up: Begins **after you check-in at your assigned time\***

***\*(PLEASE DO NOT ARRIVE PRIOR TO YOUR ASSIGNED CHECK-IN TIME).*  Although vehicles are instructed to be off the street at 4:00 pm, *if they have not moved by 4:15 PM, it will take a little time to get the tow truck in and out. Having vendors in the way will only slow down this process)***

* All vehicles setting up booths must be off the street and in their spaces or parking areas by 4:45PM.
* FTCS vendors are subject to the same rules for parking as the public. If you park in an unauthorized area, you are subject to having your vehicle towed!
* Vendor check-in closes at 5:00PM and the FTCS begins at 5:30PM.
* FTCS ends at 8:00PM and tear down is from 8:00PM to 8:30PM.

**OTHER IMPORTANT GUIDELINES:**

* ***ALL TENTS MUST BE EQUIPPED WITH 40 lb. WEIGHTS IN CASE OF STRONG WINDS.***
* Tents may only be a **maximum of 10’ x 10’** and must stay within their assigned space(s).
* Items sold must be "family friendly."
* Please do not “give away” candies with small wrappers or sticks that can easily fall on the ground. Please plan to stay after the FTCS and help pick up trash until the area is clean.
* NO REFUNDS will be given due to weather conditions or cancelled FTCSs.
* We do not supply or arrange electricity for vendors. However, the city utility department has outlets in the venue parking lot that are available for use – please let your Vendor Coordinator know that you would like electricity.
* Generators FOR FOOD VENDORS IN THE FOOD COURT ARE ALLOWED if you let the FTCS Organizers know. **Failure to comply will result in closure of booth with no refund**.
* ***You must provide your own tent/canopy (if you wish to have one), tables, and chairs.***
* The Tipton County Health Department will be present at every FTCS. Food vendors MUST apply for an event permit 30 days in advance with the county and supply the proper certifications to both health department and FTCS organizers. Failure to do so will result in termination of booth with no refund.
* Any nasty or unmanageable behavior toward ftcs organizers, other vendors, or the public will not be tolerated and will result in immediate removal from the ftcs by security and/or police, and it will preclude a vendor’s participation in any future ftcs events.

**REGARDING ANIMALS AT THE FTCS:**

* **Service animals are permitted at FTCS events. Animals will need to have proper identification on.**
* **No pets are to be permitted at the events.**

**CONTACT INFORMATION:**

Vendor Coordinator: Amanda Baird Address: Tipton Main Street Association

Email: alocker765@gmail.com 101 E Jefferson street.

Phone: (765) 479-5585 Tipton, IN 46072

**CLASSIFICATION GUIDE AND PRICING**

**1. Non Profit 501(c)3/Kids Craft and Demonstrations/Community Groups (NP):**

For groups who have non-profit status or community groups, *please supply us with proof of your 501(c)3 status*. We ask that you make your best attempt to add to the event flavor through games or other visitor interaction, preferably for children. These booths are solely meant to promote outreach. The specific charity, cause and/or non-profit organization name MUST be prominently displayed. These groups are allowed to sell items at their booths, but ONLY for the purpose of raising money for their charities. Items to be sold must be approved at least one week prior to the event by Tipton Main Street Association. NO PREPARED FOOD ITEMS ARE ALLOWED TO BE SOLD BY NON-PROFIT ORGANIZATIONS UNLESS PRIOR AUTHORIZATION IS GIVEN BY THE TIPTON MAIN STREET ASSOCIATION. Money earned from items sold by 501(c)3 groups must be for the organization, not for personal gain. Money raised must go to that cause and be approved.

* 10’X10’ = 1 BOOTH SPACE
* LOCATION: Parking lot east of the Tipton County Courthouse
* **ELECTRICITY** is not guaranteed or the responsibility of the FTCS Organizers.
* FEE: NO CHARGE

**2. Artisan Vendors:**

HANDMADE ITEMS ONLY! If you have something other than handmade items, those must be approved prior to the event by the Tipton Main Street Association.

* 10’X10’ = 1 BOOTH SPACE
* LOCATION: Parking lot east of the Courthouse
* **ELECTRICITY** is not guaranteed or the responsibility of the FTCS Organizers.
* FEE:  **IF PAYING BEFORE the 1st FTCS:**
1. $20.00/space per FTCS, or with 1 space

**3. Food Vendors**

* ANY LICENSED FOOD VENDOR can apply to be in the FTCS. Alcohol may only be served by entities approved by the Tipton Main Street Association.
* 10’X10’ = 1 REGULAR BOOTH SPACE
* 25’X10’ = 1 TRAILER BOOTH SPACE (in order to accommodate most Food Trailers) ***If your trailer is longer than 25’, contact FTCS Vendor Coordinator for price of booth space.***
* ELECTRICITY is not guaranteed or the responsibility of the FTCS Organizers.
* Location: Food vendors will be strategically placed by FTCS organizers in the parking lot area east of the courthouse.
* FEE: **IF PAYING BEFORE the 1st FTCS:**
	1. $100.00/ SPACE or TRAILER per FTCS, or $250.00 for all 3 FTCSs (MUST PAY IN FULL BEFORE 1st FTCS TO RECEIVE DISCOUNT)
	2. ***IF PAYING AFTER the June FTCS****, the Fee is $100.00/ Trailer or Space per FTCS.*
	3. *Multiple spaces are priced accordingly.*

\* You MUST submit all necessary documents to the Tipton County Health Department and FTCS Vendor Coordinator BEFORE the FTCS. Failure to do so will result in closure of booth with no refund.

**2022 FTCS VENDOR RULES AND REGULATIONS**

**VENDING HOURS OF OPERATION**

FTCSs are 3 hours long and are held on Thursdays from 5:30PM– 8:00PM. Vendors are encouraged to make the most of this time and to remain open at minimum through 7:30PM or your participation in future events may affected.

**VENDOR SET UP**

1. Court Street will be shut down at 4:00PM.
2. **Vendor Check-in Opens** on Court Street, **at 4:15** **PM**
3. The vendor list & map will be released during the week of the FTCS**, probably on WEDNESDAY**, due to last minute additions and changes. PLEASE BE PATIENT!
4. **OFFICE TIME AVAILABILITY IS LIMITED; so, if you need to call or leave me a message about Thursday’s FTCS, please do so before 2:00PM on Wednesday!!**
5. Vendor sites are subject to change; so, DO NOT ASSUME you are in the same spot as last year, or even the previous month!!!
6. All cars must be off the street by 5PM, as the FTCS will begin promptly at 5:30PM.

**Illegal vending WILL NOT be tolerated. We will be checking to make sure everyone is in his/her designated vendor location. Illegal vending will result in removal from the FTCS.**

**ELECTRICITY**

FTCS organizers are NOT responsible for arranging or supplying electricity to vendors. Thanks to the Tipton Utility Department, plug-in outlets are available throughout much of the parking area where vending will take place. Cords must be secured and cannot pose a danger as a trip hazard to anyone. Generators are permitted but only those approved prior to the event by FTCS organizers.

**FOOD VENDORS**

Health permit fees and certificates of insurance are **NOT INCLUDED** in your fee if you are a food vendor. You must register with the Tipton County Health Department at least 30 days **PRIOR** to attending an event and provide us with a copy of the health permit, as well as a certificate of insurance. **ONLY designated Main Street Association entities will be permitted to serve alcohol. There will be NO beer or wine vendors other than those specifically designated by the Tipton Main Street Association.**

**INCLEMENT WEATHER**

Unfortunately, we do not control the weather. The FTCSs are held outdoors and are subject to the whims of nature.

**THERE ARE NO REFUNDS for rainy or unusual weather conditions** OR once you have been accepted into the FTCS.

**HOW WE WILL CONTACT YOU**

All correspondence will be via email unless special arrangements are made. Please only provide an up-to-date email that you check regularly! The Vendor Coordinator can be reached via phone or email. Primary phone number is 765-479-5585. Emailing is the most accessible mode of communication for us to use. If you need to change your email address, please email alocker765@gmail.com or president@tiptonmainstreet.org in order to do so.

**VENDOR CONDUCT**

We ask that you treat everyone (customers/other vendors/FTCS staff) with respect. Vendors deemed unmanageable during the event will be given one warning by FTCS organizers. The FTCS organizers reserve the right to have security or police remove any vendor who is deemed unmanageable. Please be reminded that this is a **family friendly event**. There will be no refunds to vendors who are removed.

**SOUND**

**No sound systems are allowed in the vendor space** without prior permission from the FTCS organizers.

**GENERATORS**

Generators FOR FOOD VENDORS IN THE FOOD COURT ARE ALLOWED with special approval from FTCS Organizers, and acceptance will depend on placement of booth and generator.

\* Failure to comply will result in closure of booth with no refund.

**RETURNED CHECKS**

Checks that must be returned for any reason will be subject to a $30.00 charge.

**2022 FTCS VENDING CONTRACT**

**BUSINESS NAME (If Applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LAST NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_FIRST NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMAIL ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PHYSICAL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PHONE NUMBER: (\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TYPE OF VENDOR: *Please Circle One Below***

FOOD VENDOR ARTS & CRAFTS NON-PROFIT/COMMUNITY LOCAL BUSINESS

*I have read the 2022 FTCS Street Vendor Packet in its entirety. I understand all the rules and regulations and agree to follow these rules during all FTCS events. I understand that there are* ***no refunds*** *due to misconduct, weather, or if my personal plans change and I am unable to attend. I understand that electricity, tables, chairs, and canopies* ***are not provided*** *by FTCS Tipton Main Street Organizers.*

*Vendors agree NOT to hold Tipton Main Street Association, FTCS Coordinators and the City of Tipton liable for any injuries that may result from their attendance/participation.*

 Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: ,2022

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*Please check which dates you are participating in. Only dates that have been paid for will be secured.**

PARTICIPATING IN: \_\_\_\_\_\_\_\_ Thursday, June 16th, 2022

\_\_\_\_\_\_\_\_ Thursday, July 21st , 2022

\_\_\_\_\_\_\_\_ Thursday, August 18th, 2022

\_\_\_\_\_\_\_\_ ALL 3 FTCSs

 **PLEASE LIST THE AMOUNT ENCLOSED WITH THIS CONTRACT:** $\_\_\_\_\_\_\_\_\_\_\_\_\_