

CHRISTIAN FAMILY DAY



2018 Rules & Regulations

Box 1708, Mt. Vernon, IL 62864

Contact Information: Mt. Vernon Convention & Visitors Bureau: (618) 242-3151 or
tourism@mtvernon.com

Location: South 9th Street, Mt. Vernon, IL 62864

Time: Saturday, August 25, 2017, 11 a.m. – 6 p.m.

Booth Spaces

Booth assignments are made by the Christian Family Day Committee based on the following criteria:

- Vendors not in their space by 10:30 a.m. forfeit their reserved space. Late arrivals may be placed in an alternate space, if available.
- Remaining booth spaces are available first come, first serve on Christian Family Day morning.
- 8' tables are available to rent for \$7 each. Advance notice of rental is required.

Booths:

- Vendors are responsible for providing their own tent, tent weights, tables, chairs, and necessary equipment and supplies to conduct business. Tent weights are not required, but highly suggested in case of inclement weather.
- All booth spaces are 12'x12', with flexibility in space.
- No electricity provided.
- Food vendors must adhere to the Jefferson County Health Department rules and regulations.
- All food vendors must hold a Food Handlers Certificate.

Absence Policy

- If a vendor is unable to attend Christian Family Day and cannot find a replacement, please notify the Convention & Visitor's Bureau by 5 p.m. by phone call or email on the Friday before Christian Family Day.

Inclement Weather Plans

In the case of severe weather, Mt. Vernon Festivals, Inc. reserves the right to make cancellation decisions. Vendors will be notified via phone call in case of weather cancellations.

Set up/Tear down

- Set up begins at 8 a.m. and must be completed by 11 a.m. In consideration of other vendors, no vendors are allowed on the grounds until 8 a.m.
- Tear down begins at 6 p.m. **However, food vendors are permitted to stay open for the duration of the event, if desired. This includes an evening worship service that will continue past 6 p.m.**
- **No early tear downs before 6 p.m. are allowed.**

- Vendors are expected to be courteous to each other during set-up and tear-down.

Vehicles and Parking

- Vendors need to quickly unload vehicles and move to the designated parking location. After closing, vendors should break down their booth first and then move their vehicle closer to the grounds.
- No vehicles are allowed on the grounds between 11 a.m. – 6 p.m.
- When parking, please leave closest parking spaces for event attendees.

Clean-up and Garbage

Vendors are required to clean up after themselves. Vendor booths must be maintained in a clean, safe, and sanitary manner.

Permits, licenses and insurance

All food vendors must:

- carry liability insurance with Mt. Vernon Festivals, Inc. named as an additional insured and provide the certificate with this application
- must abide by Jefferson County Health Department codes
- carry a Food Handlers' Certificate and provide a copy with application. Items must be sold in permit locations.

It is the responsibility of the vendor to obtain and have on-person all licenses, insurance certificates and permits required for the sale of the vendor's products at all markets.

Questions/concerns regarding food product regulations and/or licensing should be directed to the Jefferson County Health Department – Brian Wells at (618) 244-7134 or bdwells@jchdil.org.