

Oktoberfesthays Vendor Rules 2023

Oktoberfesthays© is the event organized and operated by the Volga German Centennial Association, a 501(c)(3) nonprofit corporation.

These rules are established to facilitate and safely run an organized Oktoberfest and to promote the vendors success and continuation of the event.

Definitions (as used in these set of rules)

Vendor: any individual, group, organization or business offering goods or services at Oktoberfesthays©

Non-Profit Vendor: any individual, group, organization or business that is operating as a nonprofit organization or been granted tax-exempt status by the Internal Revenue Service (IRS) These organizations may further a social cause, provide a public benefit, foster civic engagement and leadership, drive economic growth, and strengthen the fabric of our communities.

Commercial Vendor: a for profit business whose typical operations are for monetary increase.

Vendor Committee: a committee formed and authorized by the Volga German Centennial Association to a) secure vendors b) form the right vendor, food and merchandise mix c) verify vendors follow food safety and sanitation practices d) verify vendors operate their booths in a safe manner e) monitor vendor conduct

Oktoberfesthays Grounds: is the area designated as such and enclosed within a fenced area. These rules may also be enforced to areas adjacent to the Oktoberfesthays grounds and monitored in regards to vending, parking, noise and conduct.

Volga German Centennial Association: hereafter known as VGCA is the organization overseeing and operating Oktoberfesthays©

Disclaimers

The submission of a Vendor Registration Form makes no guarantees to the Vendor either expressed or implied as to: 1) Vendors selected 2) selection of vended products 3) profitability 4) number of attendees to the event 5) location of booth 6) suitability of utilities on Oktoberfesthays Grounds 7) weather 8) the security of persons and/or material items 9) any other unforeseen circumstances affecting vendor

The VGCA reserves the right to: 1) reject any vendor application 2) deny the sale of any product 3) prohibit vendor from operating on Oktoberfest grounds.

In participating in Oktoberfesthays© vendor agrees to hold harmless the VGCA a.k.a. Oktoberfesthays Committee or Vendor Committee either individually or collectively for any loss, real or perceived arising from participation in Oktoberfesthays©.

Who may participate: a) Non profits such as Clubs, Organizations, Student Groups etc. and b) Commercial Vendors such businesses as restaurants, Food Trucks, Retail Stores or *for profit* Organizations. Any group may submit a Vendor Registration for consideration.

Friday is for Non profit only. However Commercial Vendors may operate on Friday providing a non-profit group will benefit from your Oktoberfest proceeds. We encourage non-profit groups or vendors to team up with Commercial Vendors for Friday and/or Saturday.

Products Allowed for sale: Food Items cooked onsite or prepackaged, Merchandise (such as Tee Shirts, Hats, Koozies) Games, Other

Product sale restrictions:

- Alcohol in any form,
- Products using Oktoberfest or Oktoberfesthays logo without express written permission
- Mugs, Cups, Tumblers

Misc Rules for vendors

- Strict adherence to booth/space boundaries. Make sure you have enough room.
- No Alcohol may be brought onto the grounds. ABC officers will be on duty.
- Vendors consuming alcohol must have a valid Oktoberfest armband
- Vendors cooking with an open flame must have a suitable and accessible working Fire Extinguisher. A representative from Hays Professional Fire will inspect these Friday morning.
- Vendors must comply with KDHE regulations and follow safe food handling and storage practices.
- Vendors must provide their own extension cords. A 50' cord should be min. 12/3 rating. Undersized cords can be a fire hazard and potentially damage vendor's equipment.
- Vendor parking is available in lot behind National Guard. Only vehicles with a permit allowed in this lot. Vendors will be issued 2 permits.
- Vendors are not allowed to pack out early.

Trash

- Trash produced by the vendor (boxes, plastic wrappers, waste food etc other than what is sold with your product) must be deposited in the roll off dumpsters.
- Loose trash must be bagged. Boxes must be flattened or broke down.
- Do not put your trash in Oktoberfest grounds trash cans.
- Vendors should provide their own trash can for their booth. Vendors responsible to dispose of trash in dumpsters when leaving at end of event.

Vouchers

- Food vouchers are given to volunteers, helpers and others by Oktoberfesthays. Vendors are required to accept them same as cash. Treat them as cash.
- **No change** should be issued back to customer on Food vouchers when used. Tom - yes they do need to issue change, they are given a full \$5.00 back from us when they turn them in, so change

needs to be given and they need to treat them just as they would a \$5.00 bill. - so either take this out or edit, because it contradicts what you have below.

- Color of voucher will be announced at Vendor Meeting.
- Cash will be given on Face value of Food vouchers not retail amount. Vouchers can be redeemed at Oktoberfest office on grounds at end of day. Vouchers MUST be redeemed at the end of each day and will not be redeemed later than Saturday after the event. Friday and Saturday are the only times to redeem vouchers.
- Do not accept Beer vouchers, **they will not be redeemed**

End of Day/ End of event

- Vendors are responsible to secure their booth for overnight.
- Dispose of trash so pests do not spread
- Overnight Security (8pm- 6am) is provided Thursday, Friday and Saturday nights
- Sunday, gates do not open till 1pm
- Friday only Vendors must remove all their items after 6pm. Gates shut at 8pm
- Vendors must be out of park by 9pm Saturday night unless approved by Oktoberfest member
- To avoid congestion on Saturday night, trailers and food wagons need to exit on south side of tennis courts. This will take you around Larks Park baseball field to E4th Street.
- Gates do not open till 1pm on Sunday

Rain

- To avoid damage to Municipal Park after a rain, vendor's trailers and vehicles may be restricted/delayed entry or exit of Oktoberfest grounds. Situations may even lead to foot traffic only or light vehicles such as UTV, golf carts.
- If vehicle traffic is restricted because of rain, vendors that set up mornings will have to carry or cart their supplies into the park. Plan accordingly. Oktoberfest may have light vehicles to help.

Contacts: Tom Bird 785-625-9430 John Moeder 785-623-1338 Emily Knowles 785-650-3175

