



### **Vendor Setup Information**

Central Park – 7648 Edgewood Blvd.

**Thursday, May 23 – Sunday, May 26, 2019**

Hours: **May 23** – 5-10 p.m.; **May 24** – 2-11 p.m.; **May 25** – 10 a.m.-11 p.m.; **May 26** – noon-6 p.m.

**Set-up time is 8 a.m.-4 p.m. on May 23**

**Break-down is 6-10 p.m. on May 26**

When registering, please indicate the time on May 23 when you plan to arrive for set-up. Failure to appear for your set-up appointment may result in an additional \$30 fine and/or cancellation of your vendor spot in Central Park.

Please check in with the City representative on Edgewood Boulevard, where you will be directed to your booth location. Your vendor space will be assigned and is non-negotiable at check-in time. **You will receive a vendor ID, which should be visible at your booth at all times.**

After set-up is complete, please move vehicles from the park to the surrounding streets. No vehicles are allowed in walkways in the park during open hours.

### **Important Reminders:**

- 1. Food Vendors:** The Nebraska State Food Inspector will inspect all vendors. Please make sure that a copy of your state permit for temporary food service is posted in a visible location.
- 2.** There is no all-night security in the park. Vendors are responsible for securing their inventory and tents. The City of La Vista is not responsible for lost or stolen items.
- 3.** Each vendor is responsible for all necessary equipment, including signs, for the operation of their booth. **Vehicles may not be used as a booth.**
- 4.** Booth operators are required to be present and open for business during the posted hours of operation.

5. Each vendor will be responsible for the collection of any appropriate sales tax. La Vista has a 7.5% sales tax. The names and addresses of all booth operators will be provided to the Nebraska Department of Revenue.
6. Each vendor must supply their own liability insurance for their booth/services.
7. Clean-up of each booth will be the responsibility of the individual operator. Please line your trash receptacles with plastic bags and empty them on a timely basis. A dumpster will be provided for your convenience.
8. Only heavy-duty electrical cords are authorized for use within the park and must be provided by the individual vendor. Distances to nearest electrical service can vary dramatically. Bring long enough cords to reach longer distances if needed.
9. The City of La Vista will not be held liable for any damaged, lost or stolen articles; and will not be held liable for any accident incurred by and person(s).
10. All state health standards/requirements must be maintained and observed by each vendor. Food vendors are required to have a screened in booth. For more information, contact Paul Delsignore, (402) 326-2694.

**THE FOLLOWING ARE PROHIBITED:**

- ✓ The sales and/or displaying of knives, martial arts weaponry (stars, nunchaku, swords, etc.), crossbows, B.B., pellet or air soft guns, brass or iron knuckles, stun guns, mace, pornography, lighters, drug related paraphernalia, explosive devices including fireworks, living animals, products that produce a foul smelling odor.
- ✓ No vendor shall open their booth for business without first ensuring they have a signed contract on file with the City of La Vista.

**No camping is permitted in Central Park, no exceptions**

Violation of these rules and/or any inappropriate behavior by the booth operator or his staff will result in the vendor being asked to remove his booth from the park immediately.

For more information or if you have any questions concerning about operation of the Salute to Summer Festival, please contact Mitch Beaumont, City of La Vista Community Relations Coordinator, at 402-593-6410 or [mbeaumont@cityoflavista.org](mailto:mbeaumont@cityoflavista.org).

***We are looking forward to seeing you at the  
Salute to Summer Festival!***