

Food Vendor Terms and Information

CIVIL WAR WEEKEND AT LIENDO PLANTATION

Held Annually the Weekend BEFORE Thanksgiving

Thank you for registering as a vendor for Civil War Weekend at Liendo Plantation! The following general information may be helpful for you in planning your time at Civil War Weekend. This information includes the rules and regulations that you must follow in order to maintain your status as a participant and to make operations run smoothly during the event.

Hours of operation are as follows:

Friday (9am-4pm) Participation is **not** mandatory, but is recommended

Saturday (9am-5pm)

Sunday (9am-4pm)

Vendor check-in takes place on Thursday from 9am-6pm. For any vendor who is unable to check in on Thursday, you may check in on Friday or Saturday morning from 6am-8am. Any vendor arriving for check-in after 8am on an event day may lose their space unless arrangements have been made with festival management. Roads will be closed at 8:30 am to prepare for the admission of spectators and shuttle runs so any vendor arriving for the day after 8:30 am will be required to park in the spectator parking area and ride the shuttle into the event. No special transportation or merchandise transport will be provided for vendors arriving late. Vendor parking is available across from the food court area with overflow parking available, as needed. No parking is allowed by vendors in parking areas of the homes or office of the Liendo Plantation, NO EXCEPTIONS. Parking in these areas are reserved for Liendo staff and event transportation ONLY. Staff must be able to get in and out of their parking spaces at all times to continue event operations, as well as ranch operations. Any vendor parking in the restricted areas will be asked to move. Failure to do so will result in towing at the vehicle at the owner's expense.

Civil War Weekend **will** take place, rain or shine. Exceptions to this rule are made only in instances where the weather is a threat to the safety of our participants, spectators and vendors. You are expected to be present and open for business during event hours, unless otherwise instructed by event management. All street vehicles must be in their designated parking areas by 8:30am each day. Vendors who close before the end of the event day will be noted and subject to having their applications rejected in the future.

Friday is our School Day and is not considered mandatory for vendors, due to the fact that it is a weekday. We do, however, prefer that you open for school day in order to maintain consistency in the event's appearance. Whether or not you open all three days will be taken into consideration in vendor placement. This means that there will be NO front row placement for vendors who will be absent on one or more days as this will leave an empty space on our front row.

Be mindful that this is an outdoor event and a tent or other covering is suggested. Tables and chairs are provided for the spectators to create a “food court” environment. Vendors are responsible for their own equipment and furnishings for their booth space.

Electrical access is available but electrical usage and requirements must be approved by event management in order to ensure proper access to electricity for all vendors. We make every effort to ensure that electrical access is ample. However, if electricity is vital to the operation of your business, back-up generators are suggested to prevent interruption of business in the instance of any unexpected power issues.

Access to water is available, but limited. Specific access to water must be arranged with management, in advance.

Booth spaces are 15x15, and are \$75.00 each, for the weekend, non-refundable. If you require a larger space than 15x15, you must rent additional space to accommodate your setup. Measurements of your space requirements must be submitted to event management to ensure proper space planning. This includes any and all storage spaces/trailers.

All items for sale must be listed on your application, or added later with approval by event management. We operate on a strict “No Duplication” policy in our food court in order to ensure all vendors have the opportunity to make money with minimal conflict. The policy applies to “entrée” type food items ONLY. Beverage sales and side items such as French fries/chips/candy are generally not restricted. Contact event management for approval of any items that you are unsure about. You are expected to serve from your approved menu ONLY. Any vendor who sells items not on their approved menu or conflicting with food items on another vendor’s approved list will be warned to halt sales of the restricted item(s). Failure to comply will result in restriction from participating in future events.

Thank you for helping us maintain the integrity of the event by following the event rules and regulations. Please contact Billie with any questions at **(713) 829-7419**. We look forward to your participation this year!