



# FESTIVAL REGULATIONS AND PROCEDURES



## Set Up: 6:10-8am

- Your confirmation letter serves as the permit for admittance as a vendor. *Please place the next page in the dash of your car with your booth number written on it!*
- Vehicle entry to the festival is based on booth assignment. Please follow the driving entry directions you are assigned, to keep the flow of traffic moving.
- Unload promptly and move your vehicle immediately to an area outside the festival barricades. *NO VEHICLES WILL BE ALLOWED INSIDE FESTIVAL BOUNDRIES AFTER 8AM.*
- Vendors provide their own tents, tables, chairs, awnings, cords etc...for booth.
- Any late arriving vendors (after 8am) will have to park outside festival barricades and walk items to their booth.
- We will have volunteers throughout the festival to assist you with unloading and putting your tent up.
- We highly suggest that you bring weights to keep your tent secured.

## Parking

- Side streets, outside the festival boundary barricades, are the only available parking options. *See the map titled "PeakFest 2018 Map," for your specific booth location.*
- Do not park in spaces reserved for the Apex Police Department or on Seaboard Street, behind the Volunteer Fire Station. Vehicles will be towed.
- Overnight parkers must park in legal spaces only. Contact the Apex Police Department at 919-362-8661 if you have any questions.

## Breakdown: 5pm

- Do not begin breaking down your booth until 5pm. PeakFest is a 9am-5pm event.
- All sales must cease promptly at 5pm to ensure the breakdown of all booths. Any delay on this delays the road from being opened.
- Box all items and break down tents and tables, placing curbside, before bringing in your vehicle.
- Re-enter the festival boundaries from the same point of entrance used during set up.
- Please support the flow of traffic established by your booth assignment.
- Responsibly dispose of your trash in the proper receptacles. Roll carts and dumpsters are available throughout the festival.

## Other

- Vendors are responsible to collect and report all required sales tax.
- Town ordinance PROHIBITS alcoholic beverages in public areas.
- No selling, soliciting or walking distribution of materials outside your booth area.
- Nothing can be stationed on the sidewalks & no generators.
- No pets allowed inside the festival boundaries.

## Severe Weather Policy

- In the event of **severe** weather, call 919-249-1120 for update. *This is a rain or shine event.*
- *There is not a makeup date in the event of severe weather.*

# PEAKFEST

# 2018

# VENDOR

Booth # \_\_\_\_\_

Last Name \_\_\_\_\_

*Please put this on the dash of your vehicle.*