



2017 VENDOR POLICY

INSURANCE: Please provide your certificate of insurance, with “Ingersoll-Grand Self-Supporting Municipal Improvement District” named as additional insured, to McB McManus at mmcmanus@realizeyourvision.net.

HOURS OF OPERATIONS: Vendors must remain open and be prepared to serve patrons during the hours of 4:00 pm to 11:00 pm, which were contracted for, **regardless of weather conditions.**

Vendor set-up may begin at 1:00 pm.

All vehicles must be off the street and set-up complete by 3:30 pm. A map of the event will be provided and signage at the event will display your location.

Vendor tear-down may begin at 11:00 pm. Please plan to stay for the duration of the event.

ON-SITE STORAGE: There will be NO storage allowed outside or behind any vendor booth for any supplies, equipment or inventory. This will be strictly enforced to uphold the aesthetics of Ingersoll LIVE, as well as for your security.

ALCOHOL: Ingersoll LIVE has a designated alcohol vendor who is solely responsible for beer and wine sales. Other vendors may not sell any type of alcohol, nor offer any samples of alcohol.

ELECTRICITY: **No other form of generator or electrical service other than that provided by Ingersoll LIVE is permitted.** All extension cords are the responsibility of the vendor and should be a minimum of 12-gauge/3 wires and 25 ft. length. Ingersoll LIVE does not guarantee any last minute changes. If a change in electricity needs occurs, **please provide your updated electricity requirements to McB McManus at mmcmanus@realizeyourvision.net immediately.**

MARKETING: Ingersoll LIVE also encourages vendors to bring additional marketing materials, such as menus and business cards. As soon as Ingersoll LIVE marketing materials are available, they will be provided, and we would encourage you to post in your businesses and beyond! Social media marketing will also be used, and we encourage and support cross-promotion!

<https://www.facebook.com/TheAvenuesDSM/>

<https://www.instagram.com/theavenuesdsm/>

GOING GREEN: No Styrofoam products are allowed. Recycle Me Iowa is our trash vendor for Ingersoll LIVE 2017. They have agreed to provide money back towards the event for each vendor that complies with purchasing compostable materials. We would appreciate your assistance in making this event zero waste! Find attached some guidelines about what can be composted. Also, people that can help supply certified compostable products are below:

<http://www.iowadesmoinessupply.com/>

<http://www.ecoproducts.com/>

Sysco: http://ecoproducts.ziplocator.com/results_details.php?id=990&dist=9.147367322216725

Gourmet Harry's: http://ecoproducts.ziplocator.com/results_details.php?id=988&dist=4.314661015068257

Our contact, Ciji Mitrisin, ciji@recyclemeiowa.com, would be happy to help or answer questions.

TRASH: You are not allowed to use the public trash containers for your disposal. All booths are expected to keep their areas free of trash, food scraps, litter, water, etc. You are responsible for keeping your area clean. Empty cartons and boxes must be taken to event trash service immediately after emptying.