



# PAPILLION DAYS

 presented by the  
Papillion Community Foundation

## Papillion Days Market in the Park 2021

Thank you for your interest in becoming a Papillion Days Vendor at the Papillion Days Market in the Park! 2021 will mark the return of Papillion Days Celebration after having to cancel the event in 2020 due to a global pandemic. We will also finally be able to celebrate the 150<sup>th</sup> Birthday of Papillion. Over the years we have had the pleasure of working with so many amazing artisans, makers, foodies and small business owners from the local area and region. If you are interested in joining us this June for the Papillion Days Market in the Park, please fill out the application below.

### Our Selection Process

The Papillion Community Foundation (PCF) team review and select vendors according to originality, product variation, branding and display. Every submitted application is reviewed and then invitations are extended to those selected to attend. Due to the number of applications, we receive, it is unfortunately not possible to invite every vendor who applies.

**THIS IS A FAMILY EVENT - WE DO NOT ALLOW HIGH PRESSURE SALES TACTICS AND DATA COLLECTION AT OUR EVENT. IF THAT IS YOUR METHOD OF BUSINESS YOU NEED NOT APPLY. IF YOU CONDUCT BUSINESS THIS WAY AFTER YOU ARRIVE YOU WILL BE ASKED TO LEAVE WITH NO REFUND, NO EXCEPTIONS.**

If selected, vendors will be notified and must provide a certificate of insurance, signed application, and pay the vendor participation fee. Vendors are responsible for paying necessary sales tax to the State of Nebraska. **For Food Vendors (THIS INCLUDES ANY BOOTH THAT WILL BE SERVING ANY FOOD ITEM WHETHER FREE OR FOR SALE) YOU MUST HAVE A TEMPORARY EVENT PERMIT.** This can be obtained from State of Nebraska Department of Agriculture. A Food Sanitarian will be onsite during setup and will perform inspections at that time. Any questions you have regarding Food/Health related questions should be directed to the State of Nebraska Department of Agriculture – Food Sanitarian Paul Del Signore at [paul.delsignore@nebraska.gov](mailto:paul.delsignore@nebraska.gov).

### Rules and Regulations

This information has been included as a guide for you to plan for a successful operation as an exhibitor/artisan/concessionaire at the Papillion Days Market in the Park. This information becomes part of your Application and serves as a Space Lease Agreement.

The Papillion Community Foundation or its designee reserves the final and absolute right to interpret these rules and regulations and to settle and determine all matters, questions, or differences in regards thereto, or otherwise arising out of, connected with, or incident to Papillion Days Market in the Park and the Papillion Community Foundation. It further reserves the right to determine unforeseen matters not covered by these rules. Violation of any of the terms and conditions set forth in this agreement, or any other published policies, forfeits all monies, rights, and privileges. It is your responsibility to be knowledgeable of the Rules and Regulations which are part of your Vendor Agreement. If you have any questions, please contact the Papillion Community Foundation at 402-331-3917.

**Administrative Office** is located at 109 N Washington Street, Papillion, NE 68046.

**ATM Machine** will be available in various locations in Papillion City Park.

**Benches and Other Patron Seating** will be placed throughout the market area in Papillion City Park as comfort areas for our patrons. Please do not move these items from their set locations. If any of these items are affecting your space in any way please bring to the attention of PCF team member so it can be evaluated and, if necessary, changes will be made.

**Cancellations** – once your application has been approved and payment has been accepted all reservations are Non-Refundable. The Papillion Community Foundation is not responsible for loss of sales for any reason including but not limited to inclement weather.

**Cleanliness and Trash Disposal** – All vendors are responsible for keeping their space neat and orderly. Dumpsters are in the general area and can be used for trash disposal. Throughout the day and at the end of each day vendors will be required to clean their space and place all trash in the receptacles provided. When event is over it is expected that the space be vacated and left clean and free of debris. PLEASE DO NOT DUMP ANYTHING IN THE GROUND IN CITY PARK, VIOLATORS WILL BE ASKED TO LEAVE AND WILL FORFEIT ANY FEES.

**Fire/Safety Regulations** – It is the responsibility of each vendor to know what regulations apply to their operations. The Papillion Police and Papillion Fire Departments have jurisdiction over the Papillion City Park. Vendors are required to review all Papillion City ordinances and Codes located at <https://www.papillion.org/233/Ordinances-City-Code> . Every booth must be installed and operated to provide access and visibility to Fire and Police. Power strips are allowable, but at no time can be “daisy chained” together (plugging one power strip into another). Smoking is prohibited in the City Park area.

**Grease Disposal** – There is absolutely NO Grease Disposal available in Papillion City Park. Vendors are responsible for all grease disposals. Grease disposal is the responsibility of the vendor and is to be taken to an offsite approved location and properly dispose of it. Grease must NOT be dumped into the sanitary sewer line or the storm water system or in any location in City Park. A \$300 fine will be levied against any vendor who is discovered to have improperly disposed of grease. Vendor will also be responsible for any other costs associated with the infraction such as cleaning and city-imposed fines.

**Hours of Operation** –

**All Exhibitors are required to be open to the public at these times:** Exceptions to this must be submitted in writing to the Executive Director of the Papillion Community Foundation for prior approval – violation of this rule will result in a one-year suspension from the Market in the Park. **These are projected times – there could be adjustments due to COVID19 restrictions. Any changes will be announced by May 15, 2021.**

Thursday, June 17, 2021 from 5pm until 10pm

Friday, June 18, 2021 from 3pm until 10pm (Food Vendors may stay open until 11:30pm)

Saturday, June 19, 2021 from 10:00 am until 10:00pm (Food Vendors may stay open until 11:30pm)

Sunday, June 20, 2021 from Noon until 6:00pm

No Vehicles will be allowed in the Park during these hours. Vendors will be allowed to unload/load vehicles 1 hour before hours of operation and 1 hour after market closure. At all other times, vehicles must be parked in the vendor parking area.

**Inspections** – The Papillion Days Market in the Park staff will conduct inspections of all spaces prior to the opening of the Market on Thursday, June 17, 2021. Inspections will begin as determined by Health Inspector. The registered applicants must be present at the time of inspection. If any violations are found at this time they will need to be addressed before the booth can be opened. Any unresolved issues after 24 hours will result in removal from the Market in the Park.

**Insurance** – Papillion Days Market in the Park exhibitors/artisans/concessionaires must have insurance to cover any loss. Once your application has been approved and you have been notified by the Papillion Community Foundation you are required to provide a liability insurance certificate including the Papillion Community Foundation as an “additional

Insured". A copy of this insurance certificate must be on file in our office before June 1, 2021, it can be emailed to [lschwartz@papillion.org](mailto:lschwartz@papillion.org) or mailed to our address 109 N. Washington Street, Papillion, NE 68046.

Exhibitors/Artisans/Concessionaires are encouraged NOT to leave valuable merchandise in their space overnight.

**THIS IS AN OUTDOOR EVENT – *It is your responsibility to bring your own tent, tent coverings, table, chairs, extension cords (110 or 220 if reserved) and lighting if desired. There is absolutely No Parking inside the vendor area.***

In the case of inclement weather, the Papillion Police/Papillion Fire Department staff onsite may close the event due to weather. All Papillion Days Market Place exhibitors/artisans/concessionaires must comply with all safety calls made by the above-mentioned law enforcement authority.

**All tents, tables, chairs, etc. must be always secured.** The Papillion Community Foundation is not responsible for any items that are damaged due to wind, rain, hail, and other weather conditions. Each tent/easy up/canopy must be staked down and always weighted. Any tent/easy up/canopy that is found not to be staked down and weighted during any inspection scheduled or unscheduled – the occupant will be asked to leave the Papillion Days Market and will forfeit all entry fees. If the event staff must secure or move any items from Papillion Days Market participants – that participant will be charged a \$100 fine payable upon receipt or participant will be removed from the Market.

**The Papillion Community Foundation does not provide extension cords – each participant must provide their own.**

**Parking** – each participant will receive two parking passes to park in the Vendor Designated Parking area. If you require handicapped parking, you must have a valid permit there are several designated Handicapped Parking spaces available throughout the City Park area however they are for all the public. If you need help getting from the parking area to the Market area, please plan with the Papillion Days Market event staff.

## **RESTRICTIONS**

In the interest of promoting the health, safety and welfare of persons on or about the premises of the Papillion City Park and the Papillion Days Market in the Park, the following will not be allowed to be produced, manufactured, dispensed, advertised or possessed on said premises: (a) controlled substances as defined in the Uniform Controlled Substances Act, Chapter 28 Section 405, (b) drug paraphernalia as defined by the State of Nebraska Drug Paraphernalia Statute Chapter 28, Section 441 and (c) anything in violation of the Imitation Controlled Substance Neb. Rev. Stat. §28-45 (reissue 2016), and (d) ANY items prohibited by State and Federal Laws.

In addition, the Papillion Community Foundation has determined there will be NO ear-piercing, martial arts' items or toys, sale of firearms or like weapons or weapons of any kind.

The Papillion Community Foundation will not permit the sale or display of obscene or vulgar material and reserves the right to remove from the grounds any product, exhibit, sign, or advertising matter which conflicts with the overall goals and objectives of the Papillion Days Market in the Park.

No space can be sublet.

Under no circumstances shall an artisan/exhibitor/concessionaire change the contents of their space or services offered without the written permission from the Papillion Community Foundation once an application has been approved and

paid for. If it is found that an artisan/exhibitor/concessionaire has changed space contents or services, they will be fined and the original intent of the booth be restored or they will be removed.

All solicitations must be confined to the area inside the booth space. No Person, equipment, boxes, booth contents, etc. may block aisles or sidewalks. No Commercial Exhibitor will be permitted to distribute advertising material outside of the area inside the booth space – one warning will be given – if non-compliance is found again vendor will be expelled from the Papillion Days Market in the Park and forfeit all fees. It is strictly prohibited for anyone to pass out advertising material, take surveys or conduct business of any kind in the parking lots of City Park.

No motorized vehicles such as golf carts, Segway's, scooters, motorized skateboards, etc. will be allowed inside the Park without prior written permission from the Papillion Community Foundation except vehicles required by the disabled.

Exhibitors are advised that providing derogatory information regarding another commercial exhibitor is prohibited. In addition, the Papillion Community Foundation will not get involved in any price setting/fixing between competing exhibitors or get involved in any exclusive agreements an exhibitor may have with a supplier.

**Removal of Goods After Event** – all booths and their contents must be removed after 6pm on closing day – Sunday, June 20, 2021. The park will remain open for approximately two hours following the close of Papillion Days. Early removal will require written permission from the Papillion Community Foundation. You must be able to move your vehicle IN and OUT of the park. On move in there will be some assistance with a city vehicle there will not be assistance available on Sunday.

### **Sales Tax**

It is the responsibility of participants in the Papillion Days Market in the Park to pay all sales tax for all food and/or merchandise that is sold. Please see the Nebraska Department of Revenue website and look for the Information Guide “Sales at Special Events” <http://www.revenue.nebraska.gov/info/6-515.pdf> or you can call the Nebraska Department of Revenue with questions 800-742-7474 or 402-471-5729.

Papillion Days Market in the Park may include artisan/exhibitor/concessionaire with the same or similar products.

All items must fit into your designated space.

Once your application has been received all reservations are Non-Refundable. **The deadline for applications is May 31, 2021 if spaces are available. No applications will be accepted after that date and no applications will be accepted at the Park! THIS WILL BE STRICTLY ENFORCED.**

**The applicant for Papillion Days Market in the Park shall indemnify and hold the Papillion Community Foundation and the City of Papillion harmless from and against any and all claims for personal injuries, death, damages, costs, and/or any part of the area thereof by the applicants, or his employees, volunteers, partners or associates.**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_