

33rd Annual Oktoberfest

Saturday, October 6, 2012 11am – 4pm

Hosted by: Martinsville Uptown

It's going to be a great Oktoberfest! The rules for spaces and vendors are outlined below. Please call the Martinsville Uptown office at 276-632-5688 with any questions. Thank you for your interest and we look forward to seeing you there!

VENDOR REGISTRATION GUIDELINES

A registration fee must be paid along with a signed release and registration form. The deadline for entries will be September 14, 2012. Booths should be open from 11:00am. until 4:00pm. Registration for 2012 is as follows:

- For-profit individuals and businesses (including food vendors) may reserve one or more 15 foot spaces for \$15 each.
 - Non-profit organizations or organizations affiliated with Martinsville City Schools or Henry County Public Schools may reserve one or more 15 foot spaces for \$10 each.
 - Uptown businesses that will be open for business during Oktoberfest and wish to set up a booth outside their building may reserve the space for free.
- Any type of RETAIL ITEMS OR HANDMADE ARTS & CRAFTS may be sold. NO FLEA MARKET/SECOND HAND ITEMS will be permitted.
 - FOOD ITEMS must comply with all Health Department regulations.
 - Martinsville Uptown reserves the right to reject any application, prior to or the day of Oktoberfest, if items for sale do not comply with these rules. Any vendor rejected prior to the day of the event will be notified as soon as possible.

FOOD VENDOR REGISTRATION GUIDELINES

- All food vendors must adhere to Health Department regulations. All food service vehicles or units must be inspected before being used. YOU ARE RESPONSIBLE FOR CONTACTING THE HEALTH DEPARTMENT prior to the event; please contact Health Dept at 276-638-2311 30 days in advance of the event.
- YOU ARE RESPONSIBLE FOR PAYING CITY FOOD TAXES the day of Oktoberfest; please contact Pam Shoemaker at 276-403-5133.
- In order to avoid duplication of similar food items being sold by multiple vendors, Martinsville Uptown reserves the right to limit the number of sellers of specific food varieties on a first-come, first-serve basis.

GENERAL INFORMATION AND RULES FOR ALL VENDORS

- VENDOR PACKETS WILL BE MAILED BY September 26, 2012. Vendor packets will include your space number, location, available parking areas, and any other pertinent data. The booth space location of individual vendors will not be released prior to the mailing.

- ***Martinsville Uptown will try to accommodate location requests but vendors are not guaranteed a specific location regardless of date of application, booth assignments from prior years, requests, etc.***
- This event is rain or shine and no fees will be refunded for any reason.
- All spaces must be set up on the sidewalks. Tents are permitted, though most spaces will require that the front of the tent sit in the street with the back on the sidewalk. (Most tents have adjustable legs to accommodate uneven ground.) Vendors may not block store entrances.
- Spaces may be set up between the hours 8am. and 10:45am on Saturday October 6. You may go directly to your marked spaces; there is no need to report to anyone. All vehicles must be off of the streets by 10:45 am. Due to pedestrian traffic, no vehicles will be allowed on the streets until after 4:00pm. Anyone with a vehicle on the street between 10:45 am and 4:00 pm may be ticketed and towed by the Martinsville City Police Department. No vehicle may be on the sidewalks at any time.
- All vendors will be responsible for providing their own set-up materials (tables, chairs) and electricity. In order to obtain electricity arrangements must be made with the store that you are set up near or you must bring your own generator. Martinsville Uptown will not be involved in arranging electricity for vendors. No one may connect to the City's electricity on the lampposts. Vendors must also be responsible for the safety of their items
- Banners, flags, or other materials may not be tied or attached to any street post, lightpole, sign, tree, or other City property.
- Vendors are responsible for trash removal. Trash will be picked up if placed in garbage bags and secured with ties. Garbage must not be thrown in boxes or other types of containers.
- Martinsville Uptown staff and volunteers will serve as "Marshals," and all questions, inquiries, and/or complaints must be directed to them. A member of the Oktoberfest volunteer committee will be present in the large parking lot on Bridge Street at all times.
- Martinsville Uptown reserves the right to change any rule/guideline of Oktoberfest 2012.

IMPORTANT DATES

Registration Deadline	Friday, September 14, 2012
Vendor Packets Mailed	Wednesday, September 26, 2012
Oktoberfest	Saturday, October 6, 2012