

RULES FOR SPECIAL EVENTS

1. All merchandise must remain covered until 7:00 am Friday.
2. No sales, trading, bartering, lay-a-ways before 7:00 am Friday or after 6:00 pm Monday. Food vendors may begin selling 7:00 am Thursday. May park cars beginning 6:00 am Thursday.
3. All vendors must purchase a vendor's license.
4. Vendor's license to be displayed in plain view.
5. No vendors stand ... shall be located closer than 5' to an adjoining Public (Town or VDOT) Right of Way or sidewalk. This should clarify the line of demarcation for vendors.
6. No house-to-house selling and no peddler's licenses – all sales must be from a stationary location.
7. Prior to issuance of a vendor's license, any person (lessor) intending to lease or rent vendor spaces is required to submit to the Town Office a drawing of their property, divided into numbered vendor's spaces, describing the square footage.
8. Lessors are required to secure from the Town vendor's licenses for each vendor they lease or rent to by 4:30 pm the Thursday prior to the Special Event. Lessors distribute the licenses to vendors and return the license copies and fees to the Town Office. A 10% discount will be given to all lessors who turn in the money for the licenses by 4:30 pm the Friday following the Special Event.
9. All lessors shall have a listing of their vendors for emergency purposes.
10. All vendors using propane or flammable materials are required to have a fire extinguisher at their stand with the rating of five pounds dry chemicals or equivalent.
11. Vendor's license fees will be charged at the following rates per space:

Up to 200 square feet	\$22.00	For Parking Cars	
201 to 400 square feet	\$35.00	Up to 25 spaces	\$22.00
401 to 600 square feet	\$48.00	Up to 50 spaces	\$35.00
601 to 800 square feet	\$61.00	Over 50 spaces	\$48.00

For spaces greater than 800 square feet, the fees will be increased following the system outlined above.

An \$18.00 surcharge will be added for all food vendors.

(A PORTION OF EACH LICENSE FEE GOES TO THE LOCAL VOLUNTEER RESCUE SQUADS.)

12. All property owners with 20 or more vendors must furnish trash receptacles. Each food vendor is required to have one or more trash receptacles beside food stand for public use. Recycling receptacles are also encouraged.
13. Food vendors are required to have a permit from the Health Department.
14. All food vendors are required to collect meals tax. Forms will be distributed when they obtain their vendor's license.
15. All food vendors must provide customers access to a hand washing area or hand sanitizer within 50 feet of their register.