

GREAT HUSKIE BASH – A TASTE OF DEKALB
Thursday, August 20, 2009

NON FOOD VENDOR GUIDELINES

Booth Space – Booths will be located on the West Side of Huskie Stadium. Booth fee includes booth space, one tent, two 6' banquet tables and four chairs. Booth size will be assigned after applications are returned. Vendors must not exceed the size of the rented space. A vendor may rent more than one booth space at additional cost. Location of a vendor's booth(s) is at the sole discretion of the Great Huskie Bash Committee. Vendors are encouraged to decorate their booth utilizing red and black colors.

1. **Tables & Chairs** – Additional 6' tables are available for rent at a cost of \$5 each. Tables and chairs will be delivered to your booth before set-up begins. Vendors are responsible for any damage to the tables and chairs while in its possession. Tables and chairs will be delivered in a clean condition and must be returned in the same condition. The tables and chairs will be collected from your booth at the end of the event. A vendor may also bring its own tables. Tablecloths and skirting are not supplied, but are encouraged.
2. **Equipment** – All equipment used must meet fire and safety requirements as established by NIU, and must be identified on the application submitted for booth space. Equipment must not harm any surface of Northern Illinois University. If damage should occur, the vendor is liable for all costs associated with repairing the damage. The Great Huskie Bash Committee reserves the right to remove any equipment from the area that is deemed unsafe to the attendees or facility.
3. **Electricity** – Electrical hook-up will be supplied as available. **It is imperative that you indicate on the application the type of equipment and electrical needs required. Your request will not be honored if this information is not complete on your application.** NIU will provide 120-volt 15 amp Edison individual circuits for each booth. If you do require electricity you will need to provide your own "3-prong", 50' extension cord. NIU will not be able to provide 220-volt service, twist-lock connectors, or any other type of power hookup. Vendors will be responsible for any special power needs.
4. **Waste Disposal** – Each vendor is responsible for removing waste from its booth. Receptacles will be available at various locations. These locations will be pointed out during check-in.
5. **Revenue Intake** – Non food vendors should be prepared to take cash, check and/or credit cards at the booth; just as you would in your establishment. Vendors must be responsible for the security of its revenue. The Great Huskie Bash Committee will not be responsible for and will not reimburse lost or stolen revenue. Vendors are responsible for their own revenue collection receptacles.
6. **Beverages** – Soft drink beverages are sold by food vendors only. Beverages are considered food items; therefore, no non food vendor shall dispense beverages from their booth. Any non food vendor supplying beverages will be asked to remove them from the premises.
7. **Hours & Staffing** – Set-up of booth space may begin as early as 1 p.m. on Thursday, August 20th. All booths' participants must be checked in by 2:00 p.m. and must be ready for operation by 2:45 p.m. Booths must remain in operation until 6:00 p.m. and must be continually manned until that time. Dismantling of booths will not be allowed until 6:00 p.m. Adequate staffing is essential! Remember that there will be over 4,000 individuals in attendance at one time. A **minimum** of 5-6 personnel is recommended. If this is not possible, please notify the committee immediately. **Please plan accordingly.** All items should be removed from the event area by 7:00 p.m.
** Please note that this is Move-In Day and traffic may cause delays.*
8. **Security** – Each vendor is solely responsible for the security of items within its booth. If an incident should occur, a vendor must report that incident to a University Police officer and a Great Huskie Bash Committee member immediately.
9. **Signage** – All vendors must supply their own booth identification signage and are encouraged to use NIU colors. Signage cannot interfere with another vendor or another activity of the event. The Great Huskie Bash Committee reserves the right to remove any signage that is deemed distasteful and/or inappropriate for this event. The only sign that will be provided will be a sign indicating the location of each booth only to be used as a point of reference.

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11. **Vendor Promotion** – Items, including coupons/fliers, are encouraged but must be approved by the Great Huskie Bash Committee. It is recommended that approval be obtained before product/coupon production begins. Promotions are limited to the confines of a vendor's booth space. Please remember that this is a family event; all items should be appropriate for all ages. The Great Huskie Bash Committee reserves the right to remove an item from a booth because of lack of gaining prior approval or because the committee deems the item to be distasteful and/or inappropriate for this event.
12. **Set-Up** – Delivery procedures and locations will be determined and forwarded to vendors in the vendor packet received prior to the event.
13. **Electronic Equipment** – Electronic equipment (radios, televisions, etc.) that might interfere with the event program will not be allowed in a vendor booth.
14. **Dual Participation** – A vendor may not sublet a booth space. If more than one company participates in a single booth space, both parties must be on the vendor application and both parties must follow all procedures.
15. **Rain/Cancellation** – the Great Huskie Bash Committee reserves the right to cancel the event due to unavoidable circumstances such as inclement weather. Each vendor will receive notification by 11:00 a.m. on the day of the event.
16. **Liability Limitations** - Northern Illinois University and its staff are subject to the legal immunities and protections of the Illinois Court of Claims Act and the State Employee Indemnification Act, and they expressly assume no institutional or personal responsibility for any injury, death, loss, or damage that may occur to any vendor, any vendor's employees and/or business invitees, or any of their property from any cause whatsoever.