2027 VENDOR RULES AND EVENT INFORMATION

APPLICATION • APPROVAL • VENDOR CATEGORIES • SPACE REQUIREMENTS

Application and Approval

Submission is an application only. It does not guarantee acceptance, a booth, or a specific location. The Krewe of St. Andrews determines vendor placement. A space is confirmed only after approval, receipt of applicable documents, and payment in full. Applications, payments, spaces, and assigned locations cannot be transferred to another vendor.

The Krewe may cancel a vendor agreement and refund applicable vendor fees in full. Vendors must remain within their assigned footprint; no display, tent, merchandise, or equipment may extend beyond it. Space is limited and no overflow space is available.

Vendor Categories

VENDOR CATEGORY	SPACE / LIMIT
Large Space Food Vending	40 × 12 feet
Small Space Food Vending	10 × 12 feet
Traditional Food Trucks and Trailers	Up to 24 feet
Retail Booth (Non-Food)	10 × 12 feet
Nonprofit Booth	10 × 12 feet

Important Space Requirements

- Vendors must remain entirely within the approved footprint assigned by the Krewe.
- Applications, payments, spaces, and assigned locations are not transferable.
- Space is limited; no overflow space is available outside the assigned footprint.

DOCUMENTS AND COMPLIANCE

LICENSES • INSURANCE • FIRE SAFETY • FOOD SERVICE • DISPOSAL REQUIREMENTS

Required Documents and Compliance

Provide the documents that apply to the vendor's operation. The organizer will review submissions before approval and payment. Vendors are responsible for applicable City of Panama City, Bay County, Florida, and federal laws; tax reporting; permits; licenses; fire safety; food service; and health requirements.

- Resale or sales tax certificate when selling goods or services; vendors not selling goods or services are exempt from this certificate requirement. Provide a nonprofit exemption certificate where applicable.
- A certificate of liability insurance is required for vendors to whom the insurance policy applies. It must show at least $250,000 in coverage, remain valid through the event date, and match the name on the application. Submit ACORD 25 or an equivalent certificate. True craft, nonprofit, and retail booths are exempt from the insurance requirement.
- Food service license or required temporary event license; food truck mobile food dispensing vehicle license; current fire inspection certificate for food trucks; and a fire extinguisher inspected within the past 12 months for food tents, as applicable.
- Grease and gray water disposal plan for vendors using either; other documents requested during review.

> Food truck fire inspection assistance: Howard Demro, Division Chief of Fire Prevention, 850-814-8616.

Grease, Oil, Gray Water and Wastewater

Food vendors using hot grease or oil must protect the ground. Grease, oil, gray water, wastewater, and other liquids must be disposed of off site and may not be discharged into streets, sidewalks, landscaping, storm drains, or event property.

ARRIVAL, SETUP AND MARKET HOURS

FRIDAY LOAD-IN • ASSIGNED ARRIVAL TIMES • PARKING • EVENT OPERATION • DEPARTURE

Arrival, Setup, and Traffic

Friday load-in uses assigned, staggered arrival times within the 7:30 a.m. to 3:00 p.m. Central Time window. Vendors will receive their assigned time and location before the event. Only vendors with assigned arrival times may enter the Market Area. Arriving early does not advance entry; staff may redirect traffic or ask a vendor to wait. All setup must be complete by 3:00 p.m. Friday.

- Enter on Bayview Ave next to the old Shrimp Boat Building, following staff directions.
- Tent vendors must unload, move their vehicles to designated parking, and return to finish setup. Shuttle service will bring vendors from designated parking back to the Market Area.
- No vendor parking is available at the St. Andrews Marina due to ongoing construction. No truck may remain connected to a food trailer during the event.
- Load and unload promptly. Do not block roads, fire lanes, pedestrian routes, or emergency access for more than five minutes.

Market Hours and Departure

DAY	MARKET HOURS / LOAD-OUT
Friday, January 29	4:00 p.m. to 10:00 p.m.
Saturday, January 30	10:00 a.m. to 10:00 p.m.
Sunday, January 31	Market closed - load-out complete by 8:00 a.m.

Vendors must remain open throughout the published market hours and may not begin breakdown early without approval. Overnight security will be on site Friday. Breakdown may start after 10:00 p.m. Saturday and must be complete by 8:00 a.m. Sunday. Follow staff directions for vehicle access and departure; leave the space clean and obtain staff signoff before leaving.

EQUIPMENT, CLEANUP AND VENDOR POLICIES

ELECTRICITY • SITE CARE • WEATHER • WITHDRAWAL • PERMITTED MERCHANDISE

Equipment, Electricity, and Cleanup

- Bring tents, tables, chairs, lighting, displays, equipment, and suitable extension cords. Test cords before arrival. Electricity is supplied only where arranged.
- Vendors supply their own extension cords for a 20 amp connection; do not operate appliances from that connection. Food trucks must be self sufficient and provide their own electric service.
- Keep the booth safe, clean, and free of trash throughout the event. Use on-site dumpsters where available; remove merchandise, equipment, packaging, food waste, and other debris on departure. Vendors are responsible for cleaning up their vending space. Vendors must be signed off by a Krewe of St. Andrews staff person before departure. If the Vendor departs the venue prior to passing a final inspection, the Vendor will be assessed a $100.00 cleaning fee.

Weather and Withdrawal

The festival runs rain or shine. If the event proceeds as scheduled, weather alone does not trigger a refund. A vendor may withdraw up to 48 hours before the event and receive a full refund of applicable vendor fees; withdrawal within 48 hours or a no-show forfeits the fees. If the Krewe cancels a vendor's participation, applicable fees are refunded in full.

Permitted Merchandise and Conduct

Vendors may not sell alcohol without specific authorization and proper licensing; goods using or substantially imitating Krewe or festival names, logos, or branding without prior written permission; unlawful goods; or goods with obscene, abusive, discriminatory, threatening, derogatory, or otherwise inappropriate language or imagery. Ask the Krewe to review any uncertain item before the event. The Krewe may require removal of prohibited goods or revoke participation for noncompliance.

> Vendor acknowledgment: Approval and participation require compliance with these rules, all assigned arrival and location instructions, and any additional event-specific direction issued by the Krewe of St. Andrews.