



2024 Columbia City Connect First Fridays Vendor Guidelines

Our Mission: To create a vibrant downtown experience by connecting our community to local businesses, entertainers, and non-profits.

Columbia City Connect is pleased to host the 2024 Columbia City Connect First Fridays season! Columbia City Connect's First Fridays showcases the best of our community. Taking place the first Friday of each month from May to October, with a different theme each month, First Fridays features live music, dining & retail specials, kid-friendly activities, and much more.

Application/Applicant

It is the responsibility of the applicant to familiarize yourself with these procedures and share with anyone who may be overseeing your space during event hours.

Upon review of the application by the First Fridays Committee, the vendor will receive an email either confirming desired dates along with payment information OR a request for further information. Please note: several factors are considered when reviewing applications such as number of Fridays the vendor has requested, application being filled out correctly and completely, and years of involvement in the event.

All vendors must be 18 years of age OR have a parent/guardian present at all times.

Location & Time

Columbia City Connect's First Fridays will be located on Van Buren Street between Main Street and Line Street as well as Chauncey Street between the Post Office and Market Street in downtown Columbia City, Indiana.

First Friday Events are the first Friday of the month from May to October from 6:00pm to 9:00pm

Vendors must set-up between 5pm and 5:45pm.

Vendors are **NOT** allowed to tear-down until 9:00pm.

Fees

\$20.00 per date per 10x10 space

This pricing is based on one 10x10 ft space. Additional 10x10 space(s) can be reserved for an extra fee and must be marked in the application. **ADDITIONAL SPACE IS CONSIDERED ANYTHING OUTSIDE OF THE ALLOTTED 10X10 ft SPACE AND INCLUDES BUT IS NOT LIMITED TO: product displays etc**

Upon review of application, each vendor will receive a confirmation email from Niki via firstfridays@columbiacityconnect.com.

Cancellations / Reschedules

There are NO refunds for any date cancellation.

First Fridays is not responsible for reimbursing any vendor fees in the event that the event is canceled due to bad weather, accident, riot, strikes, epidemic, acts of God or other legitimate conditions beyond the First Fridays control. If the event must be canceled due to weather, First Fridays event coordinators will do their best to alert you via text by 2pm. If you have a confirmed booth assignment for a specific date and you are unable to attend, you **MUST** notify the First Fridays by texting Niki at (260) 264-8062 or emailing us at firstfridays@columbiacityconnect.com as soon as possible. Don't forget to include your name and business name!

Booths

Each accepted vendor will receive one 10x10 ft booth space per paid date. Extra space is limited but can be requested for an additional fee. *Extra space is considered anything needed or wanted outside of the 10x10 ft space such as additional product displays etc.* Booths are assigned by the Columbia City Connect First Fridays Committee.

Booth space is limited; therefore, early registration is recommended. We value the importance of a vendor staying in a specified location but cannot guarantee the same space each week of the season. However, vendors who commit for the entire season will remain in the same space.

Trucks need to be detached from trailers and removed from the closure area.

If you are NOT a Season Pass vendor (vendors who have committed to all of the season), your space is subject to change each week.

Should a Season Pass vendor cancel, more than likely their space will be assigned to another vendor.

Only one business per booth is allowed.

Health and Safety

Vendors are NOT allowed to tear-down until 9:00pm.

The vendor is responsible for damages resulting from the sale of unsafe or unsound goods.

Vehicles are NOT allowed on the sidewalk at any time, including set up and tear down.

All vendors are responsible for removing their own garbage.

Each vendor is responsible to obtain all necessary permits and documents according to local, state and federal guidelines ie the Whitley County Board of Health, the State Board of Health, Indiana Department of Revenue, etc.

Food Trucks

Food trucks can and will be accepted into the event.

Food trucks must arrive at the event by 5:30pm so that all trucks have ample time to park and prepare food. Food trucks will be charged \$20.

Trucks need to be detached from trailers and removed from the closure area.

Amplified Music and Noise

Amplified music or paging systems cannot be used by vendors.

Generators are allowed, but must be notated within the 'Anything else we need to know' portion of the application.

Signage

Each booth space must prominently display a sign clearly identifying the business by name.

Signs must be in place by the opening of the event.

All product descriptions must be accurate.

Permitting

VENDORS ARE RESPONSIBLE FOR ANY AND ALL PERMITTING as well as inspections relating to Whitley County Board of Health Rules and Regulations.

Permits are required by the Whitley County Board of Health for all food categories except qualified home based food vendors. Vendors are responsible for obtaining and paying for an appropriate permit as well as setting up an inspection.

Columbia City- Whitley County Department of Health
220 W. Van Buren Street
Columbia City, IN 46725
260-248-3121

*Minimum processed food items, including maple syrup, jellies, jams, preserves and baked goods must be prepared in a licensed facility or by a qualified home based vendor, as defined by Indiana law, and sold in appropriate packaging.

*All vendors selling processed foods must prominently display their Board of Health certified kitchen licenses or appropriate labeling at their stand at all times.

Taxes and Licensing

All vendors are responsible for paying any taxes and obtaining appropriate licenses/permits needed to satisfy all local, state, and federal laws.

Communication

Most communications will come via email. Please watch for these emails as they all have important information.

Please be sure to include your cell number when creating your vendor registration profile. Should there be an immediate need to reach you such as a weather notification, then a mass text message will be sent.

If a reply is asked of you in an email or text, please reply in a timely manner.

Continual non response can result in dismissal from the event.

If you need to get in contact with the First Fridays committee, send an email to firstfridays@columbiacityconnect.com. **DO NOT send a message via social media.**

Administration and Questions

The Columbia City Connect Board of Directors shall administer the Columbia City Connect's First Fridays. The Chair(s) of the Columbia City Connect's First Fridays Sub-Committee has the authority to admit vendors, assign space, settle disputes and disqualify vendors for violating the guidelines. We want to ensure a vibrant event and will handle disputes accordingly.

COMPLAINTS MUST BE EMAILED to firstfridays@columbiacityconnect.com

For urgent matters please contact Niki (260) 264-8062.