



## Native Omaha Days Festival 2025

### Rules, Regulations and Guidelines

#### Food Vendor

##### Days of Operation:

Thursday, July 31– Sunday, August 3, 2025 (11 AM – 11 PM)

Family Housing Advisory Services parking lot- 2401 Lake Street, Omaha NE

**Application Deadline: Friday, July 11, 2025**

#### Vendor Information and Requirements:

- **VENDORS ARE NOT ALLOWED TO SELL ALCOHOLIC BEVERAGES!**
- Events occur rain or shine; be prepared for weather conditions and dress appropriately (wind, rain, heat).
- Vendors arriving after set-up hours may forfeit their participation and will not receive a refund.
- Vendor understands a **No-Show** on any event day may result in forfeiture of vendor space and fees and will not be reimbursed.
- All vendors must remain open unless prior arrangements have been made.
- Vendors are required to keep their booth and exhibition area in a neat and clean condition.
- Vendors must meet all Douglas County Health Department (DCHD) Guidelines and comply with the **Temporary Food Service Requirements and Temporary Event Booth Set-up**. Vendors applying for a Douglas County Health Department Temporary Event Vendor permit must complete and submit the online application. Please see the link below that include the **application** for a temporary permit. In the link, you will also find the **requirements** of a temporary vendor.

An important first step is that you find a **licensed commissary kitchen** to prepare your food in, as we do not allow food preparation in the home.

[https://www.douglascountyhealth.com/images/EHD/Food\\_Safety\\_Compliance/2022\\_Food\\_Safety\\_Permit\\_Forms/2023\\_Updated\\_Forms/Temporary\\_Vendor-Food\\_Sampler--Fillable\\_Packet\\_02.01.2023.pdf](https://www.douglascountyhealth.com/images/EHD/Food_Safety_Compliance/2022_Food_Safety_Permit_Forms/2023_Updated_Forms/Temporary_Vendor-Food_Sampler--Fillable_Packet_02.01.2023.pdf)

- If you have questions about **Douglas County Health Dept. Temporary Event Vendor Packet** or diagram of booth set-up, please contact Adam Carlson, Supervisor of Food and Drink at Douglas County Health Department (402) 444-7488.
- Placement of vendor booth and mobile truck will be assigned by the Native Omaha Days Organizing Committee.
- Vendor agrees to sell products within the approved designated space. Any use of site space beyond that assigned to the Vendor including the addition of tables outside or around the vendor space is not permitted.

- Personal vehicles are prohibited from parking in the designated area during event hours (except mobile food trucks).
- All vendors must cease operating @ 11 PM and off the premises each day by Midnight. Vendors operating on the premises after Midnight will be assessed an additional \$75 fee for every 30 minutes remaining on the festival grounds and risk the opportunity to participate at future festivals.
- Vendors will receive a badge to display on your mobile unit or booth to signify official participation. Badge must always be visible (*lost or stolen badges will be reissued at a cost of \$25/ea.*).
- **Security Deposit:** A refundable security deposit of \$150.00 must be submitted along with the application. Vendors shall leave the festival grounds in the same condition in which they were provided. Any damage to property sustained because of Vendor may result in forfeiture of security deposit, and Vendor will be responsible for reimbursement of any costs incurred by the Native Omaha Days Organizing Committee to return the grounds to the condition in which they were provided (to the extent such costs are not otherwise covered by the security deposit).
- **Food inspections will begin @ 10 am (one hour prior to opening).**
- Vendors are encouraged to bring additional lighting for their booth or food truck.
- Overnight security will be provided Wednesday July 30, 2025, thru Monday, August 4, 2025. **Vendors must secure their booth at night and remove all valuable items before closing at the end of the day.** The Native Omaha Days Organizing Committee is not responsible for lost, stolen or damage to any products, equipment, displays or other belongings in their booth or mobile truck.
- **Permit:** Vendors are responsible for obtaining all City permits.
- The Native Omaha Days Organizing Committee reserves the right to decline vendor requests for any reason including excessive duplication.
- Vendor agrees not to assign, sublet or share the whole or any part of his/her assigned space. Violations will result in the vendor's immediate removal from the event without a refund and forfeiture of the entire security deposit and future participation.
- No loudspeakers, phonographs, sound movies or megaphones that interfere with adjoining vendor spaces will be permitted. Vendor space and operation must conform to any regulation as per the City of Omaha.
- Vendors are required to have a menu displaying all food items to be sold. The menu must include the name of food, beverage products and price.
- **Booth Signage:** Vendors are required to bring their own signage to showcase their extended product price menu. Signage can be hung on the front of booth tables, displayed on sandwich board signs, or free-standing signs. If freestanding signs or Sandwich Boards are used, they must not obstruct the pedestrian walkway or other vendor's booth.
- Any vendor found dumping oil or grease on the ground, drain or any other area of the event property will bear the cost and responsibility of cleaning up the grease and any damage it may cause. Anyone who is found doing this will be asked to leave the event, your deposit is forfeited and future participation at the NOD Festival will be denied.
- **Trash Disposal:** Vendors are responsible for collecting & properly bag trash within your booth area. Trash cans will be located throughout the festival grounds. Each space must be kept clean throughout the event. A clean-up crew will collect **properly** bagged trash from outside of your area. Booth spaces that have trash and garbage bags that have not been properly sealed and discarded are subject to forfeit future participation.
- Vendors selling beyond their approved permit or application may be subject to forfeit their participation at future Native Omaha Days Festival events.

- Your reserved vendor space will be confirmed once application has been approved, and full payment is received along with your General Liability Insurance certificate. Deposits or partial payments will not be accepted.
- Food vendors are required to bring their own fire extinguishers. Food vendors will not be allowed to cook under the booth or tent.
- Applicants will be notified of their status within one week of submission.

## APPLICATION AND PAYMENT SUBMISSION

If approved, failure to submit all necessary documents, applications and fees by the deadline will make your application ineligible for consideration. Completed applications and supporting documentation should be emailed to [info@nativeomahadays.org](mailto:info@nativeomahadays.org).

### Cancellation Policy

The Native Omaha Days Organizing Committee reserves the right to cancel a vendor contract at any time for the benefit of the Native Omaha Days Festival or sole discretion. Vendors may cancel from the event with written or email notice. Cancellations received **prior to July 7, 2025** are eligible for a refund minus \$25 processing fee. **No refunds will be issued for cancellations received after July 11, 2025.**

By signing this form, I acknowledge that I have carefully read and understand the rules and regulations within this document and agree to adhere to all guidelines.

\_\_\_\_\_ Date \_\_\_\_\_

Name (Please Print)

\_\_\_\_\_  
Signature

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**\*\*\* Office Use Only \*\*\***

Date Received \_\_\_\_\_

Received by \_\_\_\_\_