



**Building Bridges to the Future**

January 2, 2008

Dear Festival Vendor,

Thank you for your inquiry on our 43rd Annual Ambridge Nationality Days Festival. Our festival is one of the oldest, largest, and best events in the tri-state area. We typically draw around 40,000 - 50,000 people over a three-day period, with media advertising and publicity, flyers, articles, banners, billboards, etc. The event is scheduled this year for May 16, 17 and 18, 2008. We will be open from 10 AM – 9:00 PM on Friday and Saturday, and Noon – 6 PM on Sunday. Our annual parade will be held on Saturday at 10:00 AM.

We made some changes last year, resulting in one of the most successful events we have had in many years. This year will be no exception. As we have always done, over a four block area we will have a stage with continuous live, ethnic entertainment; a couple dozen ethnic food booths; 40-50 craft/merchandise booths; live demonstrations, and two parking lots with children's attractions and activities. We plan to continue with a food judging contest, the indoor "Ethnic Bazaar", and "Ambridge: A Picture Story."

As the sponsoring organization, we provide the following for our vendors:

- ◆ 10' x 10' booth space on Merchant Street in the festival area
- ◆ Professional electrical hookup
- ◆ Electrical contractor on-site during the day and on-call at night
- ◆ 24-hour security
- ◆ Joseph J. Brunner dumpster service throughout the festival area

Enclosed you will find our "Information/Registration" packet for the 2008 Festival. **Please note that we need your forms by March 1, 2008.** This allows us sufficient time to prepare our promotional materials. Also, please remember that spaces are reserved on a first come – first served basis.

I welcome your call with any questions you may have, and hope that you will give every consideration to joining us in May.

Sincerely,

Bea Patterson

Executive Director

**REGISTRATION FORM**

**Please return by MARCH 1, 2008**

**Ambridge Area Chamber of Commerce**

**43rd Annual Nationality Days Festival May 16, 17, 18, 2008**

**YOUR NAME** \_\_\_\_\_

**BUSINESS ENTITY NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**PHONE** \_\_\_\_\_ **FAX** \_\_\_\_\_ **EMAIL** \_\_\_\_\_

**PA SALES TAX LICENSE NO** \_\_\_\_\_

**TYPE OF DISPLAY (BE SPECIFIC)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NO. of 10 x 10 SPACES NEEDED** \_\_\_\_\_

**NEED ELECTRIC** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO** \_\_\_\_\_

**AMOUNT ENCLOSED** \_\_\_\_\_

**SPECIFIC REQUESTS OR CONCERNS** (Please note that while we will make every effort to place you where you want to be, *we cannot guarantee exact placement!*)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Spaces are on a first come, first served basis. All booth assignments will be made by the AACC. Please send in your payment promptly to insure your space*

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MAIL TO:  
Ambridge Chamber of Commerce  
422 Merchant Street  
Ambridge PA 15003

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**AMBRIDGE AREA CHAMBER OF COMMERCE (AACC)**

**422 Merchant Street, Ambridge PA 15003  
(724) 266-3040 EMAIL: aach@verizon.net**

**CRAFT VENDORS AGREEMENT**

Please return by Dec 1, 2007

**43rd ANNUAL NATIONALITY DAYS FESTIVAL**

**MAY 16, 17, 18, 2008**

**RULES & REGULATIONS REQUIRED OF ALL CRAFT BOOTH  
PARTICIPANTS**

- ◆ **BOOTH SPACE/COST:** One Craft Vending Space shall be 10' in width (curb to curb) and 10' in length (length of street). The cost of booth space \$200; a 10' x 20' space is \$350 and includes 110 electrical service. Should you need 220 service, there will be an additional \$50 fee. The fee is due by March 1, 2008. *Payments and/or applications received after this date will be considered late and an additional \$25 fee will be charged.*
- ◆ **BOOTH REQUIREMENTS:** All paraphernalia must be inside your area. Any awnings cannot extend beyond the 10' area on the east side of the street. There will be a 14' – 16' safety clearance on the non-river side of Merchant Street. It is advised that you have a covering over your merchandise.
- ◆ **TAX ID:** All booths must submit either a Pa. Sales Tax License Number or your Pa. Sales Tax Exemption Form along with your Registration Form by March 1, 2008
- ◆ **DISCRETIONARY SPACE ASSIGNMENTS:** The Ambridge Area Chamber of Commerce reserves the right to assign vendor space. Once booth assignments are given, no changes will be made. Booth space will be determined when all vendor application are received and approved.
- ◆ **REFRESHMENTS:** Craft /Commercial/Children's vendors are not allowed to sell food or other beverages.
- ◆ **LITERATURE SOLICITATION:** There shall be no soliciting or distributing of literature by any person or group during the Festival. No booth shall be permitted to exhibit or distribute any political literature.
- ◆ **CONTACT PERSON:** Each group must have a chairperson on record that will be responsible for all matters pertaining to the group. A contact person must be named so that all information can be passed on to your group through that person. Your contact person should be someone who can be contacted by phone

or in person for immediate information. Please provide mobile phone numbers if available.

- ◆ **SET-UP:** Streets will close at 5:00 PM on Thursday, May 15, 2008. In order to receive electric service on Friday, May 16<sup>th</sup>, your booth must be setup by 8 pm so that the electrician can hook up all booths. During the set-up all vehicles must be parked parallel to your booth space. Please do not take up someone else's space. You are not permitted to block emergency lanes on either side of the street. Only vehicles unloading are permitted in the Festival area during set-up. Once you have everything unloaded, move your vehicle out of the Festival area. Set-up will go much smoother and faster for everyone if these rules are followed. If you setup after Thursday, while we will make every effort to supply you with electric service, we cannot guarantee that you will get electric service until Saturday morning. *PLEASE DON'T ASK.* We cannot hookup your electric during our regular festival hours!
- ◆ **ITEMS FOR ELECTRICAL HOOK-UP:** Each booth must have the necessary items needed for electrical hook-ups which include: All outlets must be ground fault protected. AACC will connect your service cable to our 220 volt grounded system, or we will provide service feed to your mast. Please advise if you have service mast only. We reserve the right to refuse connection to any vendor not in compliance with the ground fault outlet request. **NOTE:** Ground fault protection can be ground fault breakers or outlets. If you have an internal electrical system, you should have a service mast of at least 12' from the street. Also, please note that some tents, i.e. certain E-Z up Shelters, are not suitable to receive electric service because of their instability.
- ◆ **OPENING TIMES & FESTIVAL HOURS:** All booths should be ready to open by 11:00 AM on Friday, May 16th. Vehicles must unload quickly and immediately move out of the Festival area by 10:00 AM. Violators may be tagged. AACC will issue signs for one (1) transport vehicles per booth and only those vehicles will be permitted in the Festival area. Please have everything delivered at least one-half hour prior to opening on each day. Festival Hours are: Friday May 16 from 10:00 AM – 9PM, Saturday from 10AM – 9PM, and Sunday from 12 PM – 6PM.
- ◆ **GOLF CART:** GOLF CARTS SHALL ONLY BE PERMITTED IN THE FESTIVAL AREA BY PRIOR APPROVAL. Drivers of golf carts must be individuals with a valid state-issued driver's license.
- ◆ **SWEEPING:** Every night, your booth space must be swept towards the curb so that the street sweeper can pick up the trash overnight. No boxes or trash is allowed to accumulate around your booth at any time. If, in the discretion of the AACC trash accumulates, AACC reserves the right to clean the trash and charge an additional fee of \$25 per night.

- ◆ **CLEAN BOOTH AREA:** Vendors are responsible for keeping the area in and around your booth clean during the Festival. All trash must be bagged, tied and taken to the dumpsters. All trash bags and boxes must be placed in the dumpsters. Empty boxes must be torn up or flattened. Please **DO NOT PUT WHOLE BOXES IN DUMPSTERS** – they take up too much space.
- ◆ **DUMPSTER LOCATIONS:** Dumpsters will be located by the upper and lower alleys on 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> Streets. No trash is permitted to be dumped into the gutters or storm sewers.
- ◆ **CLOSING DAY:** All booths must be closed by 6:00 PM on Sunday, May 18, 2008. Clean-up and dismantling will begin at that time. Vehicles **WILL NOT** be permitted on the street prior to that time. The electrician will shut off the power and will begin disconnecting the electrical hook-ups. The river side (West side) of Merchant St. must be left open so that the electrician are able to complete their job as soon as possible. All dismantling must be completed by 9:00 PM and all booths, equipment and gas tanks must be removed from the Festival area by 10:00 pm so that the streets and sidewalks can be swept and power-washed.
- ◆ **PETS:** No animals of any kind will be permitted in the Festival area, with certain permitted exceptions.
- ◆ **WITHDRAWALS:** If, for some unforeseen reason, you must withdraw from the Festival, a notice in writing must be received by the AACC no later than April 1, 2008, in order to receive a refund. If written notice of withdrawal is not received by April 1, 2008, no refund will be issued.
- ◆ **AACC DISCRETION:** All decisions of the AACC Nationality Days Committee and the AACC shall be final.
- ◆ **TERMINATE AGREEMENT:** The AACC has the right to terminate this Agreement if any of the aforesaid sections are not in compliance.

**I have read, understand and agree to comply with all of the Rules, Regulations and Guidelines stated above in the Agreement.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Organization \_\_\_\_\_

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