

Ambridge Area Chamber of Commerce

562 Merchant Street, Ambridge PA 15003
(724) 266-3040

45th ANNUAL NATIONALITY DAYS FESTIVAL MAY 14, 15, 16, 2010

2010 CRAFT VENDORS AGREEMENT

www.ambridgechamberofcommerce.com

Please return no later than March 1, 2010

RULES & REGULATIONS REQUIRED OF ALL FOOD BOOTH PARTICIPANTS

1. **BOOTH SPACE/COST:** Please refer to attached festival booth pricing and costs sheet.
2. **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. **Certain types of booths are not allowed, i.e. pop up tents, EZ Up Shelters, etc, because of their instability.**
3. **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, 2010
4. **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.**
5. **VENDOR APPROVAL:** The Ambridge Area Chamber of Commerce will notify you if your booth has been accepted into the festival by March 09, 2010. If your booth has not been approved, all \$50 deposits will be returned following this date. If your booth has been approved, \$50 deposit will be deducted from remaining balance owed to the Chamber.
6. **REFRESHMENTS:** Craft /Commercial/Children's vendors are not allowed to sell food or any beverages.
7. **LITERATURE SOLICITATION:** There shall be no soliciting or distributing of literature by any person or group during the Festival without previous AACC signed approval. No booth shall be permitted to exhibit or distribute political literature of any kind.
8. **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.
9. **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.

10. **THURSDAY SET-UP:** Streets will close at **3:00 PM on Thursday, May 13, 2010**, and set-up will begin at **3:30 PM** following the set-up regulations. **Setup Regulations will be distributed separately, along with booth assignments, and will be strictly enforced.** These instructions will be mailed out to the vendor no later than 3 weeks prior to the festival. During the set-up all vehicles must be parked in the center of the food booth space. 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 if everyone if these rules are followed. Booths must be set-up Thursday May 13, 2010, by 7:00 PM so that the electrician can hook up all booths.
11. **PARKING PERMITS:** AACC will issue one Parking Permit per food booth. Permit will be valid in specified lot only. All non permitted vehicles in specified lots will be fined and towed. Permits must be presented to attendant at lot gate for entrance. You must still comply with local regulations or you may receive a parking fine.
12. **FRIDAY (OPENING DAY) & SATURDAY & SUNDAY:** All booths should be ready by 11:30 AM on all 3 days of the festival. All delivery vehicles must unload quickly and immediately move out of the Festival area. No vehicle should be in the festival area after 11:00 AM. Violators may be tagged. AACC will issue signs for one (1) transport vehicle per booth and only those vehicles will be permitted in the Festival area.
13. **GOLF & MOTOR CART:** No golf carts or other cart vehicles are allowed in the festival area unless registered, prior to the festival, with the AACC. All registered cart vehicles must visibly display provided registration card on the cart at all time. Additionally, drivers must be individuals with a valid state-issued driver's license. All non registered carts will be removed from the festival and fined.
14. **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.
15. **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.**
16. **DUMPSTER LOCATIONS:** Dumpsters will be located by the upper and lower alleys on 5th, 6th and 7th Streets. No trash is permitted to be dumped into the gutters or storm sewers.
17. **CLOSING DAY:** All booths must be closed by 7:30 PM May 16, 2010. Final clean-up and dismantling will begin then. **Vehicles WILL NOT be permitted on the street prior to that time.** The power will be shut off, and the disconnecting the electrical hook-ups will commence. *The river side (West side) of Merchant St. must be left open so that the electricians 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. The road will reopen to vehicular traffic no later than 11:30 PM.
18. **PETS:** No animals of any kind will be permitted in the Festival area, with certain permitted exceptions.
19. **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 March 22, 2010 in order to receive a refund.
20. **AACC DISCRETION:** All decisions of the AACC Nationality Days Committee and the AACC shall be final. The chamber has all rights to not approve a booth space to the festival. All booth spaces that are not approved will be notified of a reason as to why approval into the festival was denied. Only one booth space, in total, per organization and or company name will be approved.

21. **FINAL PAYMENT:** All final payments for vendors must be received prior to the festival by April 15, 2010. No exceptions will be made.
22. **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 (Please Print) _____

Name of Organization _____