

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 FOOD 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:** Cooking paraphernalia such as propane must be inside your 8' area. Awning cannot extend beyond the 8' area on the east side of the street. There will be a 14' – 16' safety clearance on the non-river side of Merchant Street. The Ambridge Fire Department will be inspecting this. Each booth must be an enclosed structure with a roof and service area in order to comply with Health Department regulations.
3. **INSURANCE:** All participating food booths must submit a Certificate of Insurance with your application, reflecting a minimum of \$300,000 in liability coverage naming the AACC, and the Borough of Ambridge as additional insured. **Without this certificate you cannot participate!**
4. **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.
5. **HEALTH LICENSE:** All food booths are required to obtain a Health License from the Borough of Ambridge. The Application for this required license is included in this packet and **MUST BE RETURNED TO THE CHMBER NO LATER THAN APRIL 15, 2010. ALL CHECKS MUST ME MADE OUT TO AMBRIDGE BOROUGH.**
6. **DISCRETIONARY SPACE ASSIGNMETNS:** **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.**
7. **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.
8. **REFRESHMENTS:** Until further notice, the AACC will be sponsoring the refreshment stands. No one is permitted to sell cold drinks or lemonade, unless by prior approval. However, we are considering permitting food vendors to sell carbonated beverages at an additional fee. Please indicate if you wish to do so on the Food Vendor Registration Form. We will notify vendors in March of our decision.
9. **MENUS/PRICES:** Your menu and prices must be posted, and easily visible on your booth. All booths shall sell only the food and/or exhibit items pertaining to their final menu submitted to the AACC prior to the Festival. No changes of any kind will be allowed on your menu after April 15, 2010. All changes prior to this date must be submitted to the chamber and approved. Selling is to be done only at your booth area.

10. **SERVING ITEMS/CONDIMENTS:** As a safety measure, no glass items are allowed to be used in serving. Use paper or plastic dishes, etc. All items such as sugar, cream, condiments, etc. must be provided in single serving packets only. No open sugar or cream containers are permitted.
11. **FIRE EXTINGUISHER/WATER/FIRST AID:** Each booth must have a minimum of one ABC Chemical Dry Fire Extinguisher with a recent inspection tag. Fire Extinguishers must be inspected every 12 months. The Ambridge Fire Department will visit each booth on Thursday to verify that you have the required Fire Extinguisher. Each booth must also have hand-washing water with a disinfectant such as Clorox added in your water. The Health Officer will want to see this item before issuing your Health License. Although medical assistance will be available, we also recommend that you have a First-Aid kit on hand.
12. **GREASE:** If you are using grease for cooking in your booth you must provide 5-gallon containers with lids for that grease and those containers must be clearly marked "GREASE". You must take your grease containers with you when you leave and dispose of them. No grease may be dumped on the street, in the storm sewers, or elsewhere. You are NOT permitted to throw containers containing grease into your trash or into the dumpsters. You must dispose of it on your own. If anyone is found dumping grease, they will be subjected to clean-up charges and fines. **THIS WILL BE STRICTLY ENFORCED!**
13. **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.
14. **CONTACT PERSON:** Each group must have a contact person 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.
15. **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 for 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.
16. **ELECTRICAL APPLIANCES:** Each booth is permitted the usage of two (2) electrical appliances at any time. **Roasters are to be used for warming, not cooking.** All electrical appliance use must not total over 4800 watts. If your wattage exceeds 4800 watts, **you will be charged an additional fee.** AACC electrician will determine if desired wattage is over our limits.
17. **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.
18. **FRIDAY (OPENING DAY) & SATURDAY & SUNDAY:** All booths should be ready to serve 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.

19. **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.
20. **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.
21. **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.
22. **CLEAN BOOTH AREA:** Vendors are responsible for keeping the area in and around your booth clean during the Festival. You must provide your own broom. You must supply your own heavy-duty plastic trash bags. 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 the dumpsters – as they take up too much space.**
23. **DUMPSTER LOCATIONS:** The dumpsters will be located on the upper and lower alleys of 5th, 6th and 7th Streets. No trash is permitted to be dumped into the gutters or storm sewers.
24. **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.
25. **PETS:** No animals of any kind will be permitted in the Festival area.
26. **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.
27. **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.
28. **FINAL PAYMENT:** All final payments for vendors must be received prior to the festival by April 15, 2010. No exceptions will be made. *(This is the same date as the health license is due, please refer to #5)*
29. **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 _____