



# MT. PLEASANT GLASS & ETHNIC FESTIVAL



## VENDOR RULES AND REGULATIONS

**PLEASE READ ALL INFORMATION CAREFULLY, AND KEEP FOR YOUR INFORMATION.**

The Mt. Pleasant Glass & Ethnic Festival is an outdoor invitational event produced by a non-profit group through the Borough Council of Mt. Pleasant Pa. Mailing Address: **Municipal Building, 1Etze Avenue, Mt. Pleasant Pa. 15666, (724) 542-4711, Fax (724) 547-0115.**

### FESTIVAL DATES AND TIMES

Friday & Saturday September 28<sup>th</sup> & 29<sup>th</sup>, 2012, 11:00 A.M. - 11:00 P.M. and Sunday September 30<sup>th</sup> 2012, 11:00 A.M. - 7:00 P.M.

Vendors are required to exhibit all three days, and operate during the festival hours. Please be ready for business during festival hours.

### STANDARD SPACE SIZE AND FEES

Food	10X10	\$ 385.00 (Plus any additional item & additional fee.)
Food	Trailer	\$ 645.00 (Not to exceed 20 ft. plus any additional items and additional fees)
Craft Vendor	10X10	\$ 95.00 (Plus any additional fees)
Glass Vendor	10X10	\$ 50.00 (Plus any additional fees)
Commercial	10X10	\$ 175.00 (Plus any additional fees)
Exhibitor	10X10	\$ 175.00 (Plus any additional fees)

The Festival Committee reserves the right to adjust fees based on product line, and footage requirements.

### TENT BOOTH RENTAL

10' X 10' Tent Booth \$100.00 each which includes lights, set-up and teardown. Tables, chairs and sidewalls not included. (No Frying Under Tent).

The renter of the festival tents holds harmless the festival committee of any damage due to blowing rain or leaking of tent tops.

### BOOTH AND TRAILER APPEARANCE

All vendors must be in an approved tent, booth or trailer. Vendors must insure quality and appearance of trailers such as lighting, washed trailers, and ballies. All trailers must have a hitch bally 4' high and not extending further than the hitch. Tents must be well constructed, appearance is important. No in pavement anchoring and no blue or gray plastic material, etc. should be visible. All food vendors in a tent booth must use a floor mat consisting of 90-lb. tarpaper for spillage etc. (i.e.: grease). Water hose must be completely covered by vendor or festival will charge for this service.

**SET-UP AND TEAR-DOWN** Set-up is Thursday, September 27<sup>th</sup> (and Friday from 8:30-9:30 AM). **Staging area for arriving vendors is on Diamond Street just off Main Street.** Tear-down begins Sunday 7:00PM.

TYPE	<u>SET-UP</u>	<u>TEAR-DOWN</u>
	UNLOADING & REMOVAL TIMES	LOADING & REMOVAL TIMES
Vendors with Trailers	Noon to 1:00 Vehicles removed by 1:00 PM	9:00 to 10:00 Vehicles removed by 10:00 PM
Vendors with Food Tents	1:30 to 2:30 Vehicles removed by 2:30 PM	8:30 to 9:30 Vehicles removed by 9:30 PM
Vendors with Rented Tents for Food	3:00 to 4:00 Vehicles removed by 4:00 PM	8:00 to 9:00 Vehicles removed by 9:00 PM
Vendors for: Crafts/Commercial/Exhibitor/Glass	4:30 and on, Vehicles removed 1 (one) hour after location is given	7:00 to 8:00 Vehicles removed by 8:00 PM

Adjusted set-up times must be pre-arranged with Jeff Landy, call 724-640-6303. **You must tear-down before vehicles are brought in to load or pull (after the public has left the festival grounds).** All booths and equipment must be removed from the festival grounds by 10:30 P.M. on Sunday, September 30<sup>th</sup>. Please have a committee member check your vendor space before leaving. Vendors are solely responsible for loading and unloading of their equipment. During set-up and tear-down you will be given 15 minutes to unload and load in close proximity to your designated space. Prior to opening and after closing each day, loading and unloading is to be done from the alleys only. Do not leave parked vehicles in the alleys. **Delivery trucks must be done by 10 AM, No trucks allowed in festival parameter.**

### BOOTH ASSIGNMENTS

Booth assignments will be given to you upon check-in at the Festival. Be sure to check in at the office trailer when you arrive.

### MERCHANDISING

Vendors can display or sell only items listed on the attached application/contract at the stated price. Glow, neon, sparkle or any flashing items, helium balloons or inflatable's are not permitted to be sold, these items will be sold by committee only. Stored inventory must be covered and kept from public view (bally area). Food and beverage vendors have the exclusive right to sell these items and distribute samples. Food and beverage may not be sold or distributed by other vendors or vice versa. **(NO PRICE INCREASES DURING THE FESTIVAL AND PRICE DECREASES ONLY ON SUNDAY AFTER 5:00 PM).** Booth signage for vendor name, merchandise, pricing and credit card acceptance must be quality painted or printed signs and be professional looking. Festival committee has the right to request the removal or replacement of non-professional signage.

### "BE OUR GUEST" POLICY

The Glass & Ethnic Festival policy is to treat all visitors like Guests. We are dedicated as a committee to provide the best possible experience to our guests as they enjoy the festival. You as a vendor, represent the Mt. Pleasant Glass & Ethnic Festival through your participation. We are requiring you to adhere to our policy and act Friendly, Courteous and Professional at all times toward our guests.

**OVER**

### **JURYING / ACCEPTANCE**

Payment must be made only by check; if accepted it will be deposited. If your application is not accepted your check and application will be returned. Vendors will be notified their application status via mail by July 15, 2012. If the application is accepted it will become a contract. Acceptance criteria is strongly weighted towards vendors with demonstrations. If applicable, demonstration times must be posted. The festival committee reserves the right to provide vendor contact information including name, phone numbers etc. to customers and/or media. Any payments not made in full at the deadline date will be subjected to a 10% late fee.

### **LICENSES**

A Pa. Sales Tax or a temporary sales tax license is required for the length of the event. Applications for the licensing are available from: The Pennsylvania Department of Revenue, Bureau of Collections and Taxpayers Services Greensburg # (724) 832-5283. Vendors must provide a copy of the license with the application and a Pa. Dept. of Agriculture temporary health and food employees certification (Food Safety Handling). Licenses are required for all food vendors. Any questions call Dept. of Agriculture (717) 787-4315. License must be available at your booth upon request and displayed at all times.

### **INSURANCE**

Vendors must carry comprehensive general liability insurance. In addition food vendors must have product liability insurance, health license and food employees' certification. For-profit food vendors must carry workman's compensation and must provide a copy of insurance coverage with the application or complete a waiver form with the application and contract. The vendor must include the Borough of Mt. Pleasant and the Mt. Pleasant Glass & Ethnic Festival Committee as second insured on all insurance policies.

### **DRESS CODE AND INTERFERENCE**

Vendors must be dressed (no sayings on shirts) and act appropriately while serving the general public. Old Town Area vendors must dress in 1800's costume. Vendors displays cannot interfere with adjacent booths or extend into or beyond your assigned booth space. No loud radios, televisions, public address systems, alcohol, smoking or pets permitted in your booth or space.

### **VENDOR PARKING**

Free parking is provided for all vendors cars, merchandising trailers and trucks at Frick Park next to the borough building located 2-3 blocks from the festival. We assume no liability for theft or damage in any case.

**SATURDAY SEPT. 29<sup>th</sup>, NO PARKING ON MAIN ST. FROM 1 PM - 4:30 PM DUE TO OUR PARADE.**

### **INCLEMENT WEATHER**

The festival will be held rain or shine. All booths will be on the street and there is no concern for a messy area in front of your booth. Vendor must be open during festival hours. Side and backdrops on tent booths must be removed during windy conditions. The selected vendors are required to keep their booth open throughout the festival hours despite inclement weather conditions. Booths should be designed to handle all kinds of weather, and if severe weather conditions occur, the festival committee will determine the appropriate action to be taken.

### **STAFFING**

Vendor's booth is to be open and staffed during all festival event times.

### **SECURITY**

Inventory and equipment may be left set-up in the booths each day. Security will patrol the grounds; however, neither the festival management, the sponsors, nor the Borough of Mt. Pleasant can assume responsibility for damages or theft.

### **GARBAGE**

Bulk rubbish and large trash must be taken to dumpsters after each festival day and during set-up and teardown. The dumpsters are located at the Mt. Pleasant Journal parking lot and at the Dollar General parking lot. Decorating materials and 90-lb. tarpaper floor mat must be removed the last day of the festival. Please keep your booth area clean and uncluttered 5 feet around your space at all times. Food vendors must use grease hot and cold barrels and floor mats. As you know the festival is by invitation only, failure to comply with the rules can discourage the committee on your acceptance.

### **ELECTRICAL**

A limited amount of electric is available for all vendors. Only a combination of 60 AMPS are permitted for each vendor regardless of size of booth. Please see the application for number of outlets needed. All vendors are responsible for providing their own lights and 100 Ft. No. 12 extension cord per circuit (20 AMPS). Food vendors are responsible for 100 Ft. lead wire hook-up with 50 AMP 4 wire power outlet plug as an end for trailers and 100 Ft. No. 12 extension wire for booths with a combination maximum of 60 AMPS usage. Only one 220 single receptacle for food trailers (40 AMPS) and 110 single receptacle (20 AMPS).

### **REFUNDS**

The submitting of an application and all fees is a commitment to participate in the festival. For security reasons all checks will be cashed by the festival committee. After jurying, if you are not accepted as a vendor, (Allow approx. 2 weeks after deadline) all fees will be returned. No refunds will be made once your application is accepted, but in special cases within reasoning it may be considered. If so ½ (one half) of the amount of fee for this will be credited for next year's booth fee. You must exhibit all three days, and refunds will not be made if you do not comply with the festivals rules and regulations and for any reason deemed by the festival committee you are asked to leave the festival.

### **NON-COMPLIANCE**

Non-compliance with these rules and regulations may result in the termination of your contract and could result in not being permitted to set up at future festivals. The vendor agrees not to hold Mt. Pleasant Glass & Ethnic Festival Committee and its agents responsible for any suits, claims, damages, loss or damage of property sustained during the period of the festival. Exhibitors may not sublet any portion of their space to another exhibitor. This contract shall be deemed to have been made in the State of Pennsylvania & shall be interpreted in accordance with the laws of such state. In the event that legal action is required to enforce this contract or any of the items thereof, such action shall be brought in the Courts of Westmoreland County, Pennsylvania, & the vendor expressly consents the jurisdiction of such courts. The parties agree to accept service of process in such action by ordinary mail sent to their business addresses as set forth in this contract. The parties agree to accept specifications and requirements and application and contract represent the entire agreement between The Mt. Pleasant Glass & Ethnic Festival and the vendor. The Festival Committee will not be liable for refunds or any other liabilities whatsoever for the failure to fulfill this contract due to reasons of the enclosure in which the festival is to be produced, being before or during the show is destroyed by fire, or other calamity, or by an act of God, public enemy, strikes, statutes, ordinances, or legal authority or any other act beyond the control of the Festival Committee which makes it impossible or impractical to hold the festival.