

2017

VENDOR INFORMATION GUIDE

SCOTTDALE  
FALL FESTIVAL



SEPTEMBER 15-16-17-2017

[scottdalefallfestival.org](http://scottdalefallfestival.org)

Scottdale, PA 15683

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## Welcome

Welcome to our new Vendor Guide – this comprehensive guide will provide structured content and critical information, for all vendors and partners, in one easy to read resource.

**W**ithout our vendors and partners, the Scottsdale Fall Festival couldn't be the community success that it's been each year. In past years, we've had several documents to help our vendors understand our rules, regulations, and requirements. This year, you'll be able to find everything you need, all in one place.

► **NEW!** There have been several changes for 2017 – when you see the NEW icon, you'll know that what we're sharing is something new for 2017.

Included in this guide are the contacts and communication means for each area – please feel free to reach out with questions or for more information.

Thank you for your ongoing support and partnership,  
*The Scottsdale Fall Festival Committee (hereafter referred to as 'Committee')*

## 2017 Festival Dates and Hours

The Festival is a 3-day annual celebration featuring a wide variety of handmade crafts, local and ethnic foods to suit all palates, highly anticipated parade that is a crowd pleaser for the kid in all of us, a dog show, full schedule of live entertainment, a 10K / 5K race, children's area, and much more. The festival is held at the Gazebo, in the heart of Scottsdale, on the corner of Pittsburgh and Spring Streets. It is always held the third weekend in September, to help welcome fall to the area, and is one of three major festivals the Scottsdale community enjoys each year.

This year's festival will take place September 15-17, 2017 with hours as follows – see check-in section for vendor instructions and requirements:

Friday, September 15, 2017: 4\* - 10 pm

\* **Food Booths must be operational by Friday, September 15 @ Noon**

Saturday, September 16, 2017: 12 - 10 pm

Sunday, September 17, 2017: 12 - 8 pm

► **NEW!** In order to offer our visitors and guests the best possible festival experience, all vendors are required to be present and available during full festival hours. To discourage non-compliance with this requirement, vendor security deposits will be forfeited in the event of an early departure or partial attendance. Please plan to be present for the entire festival duration.

## Communication

► **NEW!** 2017 will be the last year that applications are mailed to our vendor community, due to the continually rising postage costs. Moving forward, announcements will be made via Facebook (search for us by name & like/follow page) and email. Please make sure that your email address, Facebook Page, and/or Website information is on your application so that we can include you in our communications. If, for any reason, you are unable to retrieve these documents, please reach out to us and we'll assist.

All forms and information are stored on our website – please bookmark it at:

**[www.scottsdalefallfestival.org](http://www.scottsdalefallfestival.org)**

## Committee Contacts

The following Committee chairs are your point of contact for their respective areas. They are here to support you and the success of the festival in every way that they can.

Head Chair:	Richard Thomas	<b>Email:</b> <a href="mailto:sffentertain@gmail.com">sffentertain@gmail.com</a>
10K/5K Race:	Charlie Ellis	<b>Email:</b> <a href="mailto:sffrace@gmail.com">sffrace@gmail.com</a>
Advertising & Public Relations:	Melanie Spires	<b>Email:</b> <a href="mailto:sffinformation@gmail.com">sffinformation@gmail.com</a>
Borough Representative:	Angelo Pallone	<b>Email:</b> <a href="mailto:scottdale.boro@zoominternet.net">scottdale.boro@zoominternet.net</a>
Car Show:	Dave Kelly, Greg King	<b>Email:</b> <a href="mailto:sffcars@gmail.com">sffcars@gmail.com</a>
Children's Area:	Megan Newcomer	<b>Email:</b> <a href="mailto:sffchildrensarea@gmail.com">sffchildrensarea@gmail.com</a>
Craft & Food Vendors:	Janeen Osselborn	<b>Email:</b> <a href="mailto:sffcrafts@gmail.com">sffcrafts@gmail.com</a>
Cat & Dog Photo Contest:	Peggy Ulishney	<b>Email:</b> <a href="mailto:sffpets@gmail.com">sffpets@gmail.com</a>
Dog Show:	Peggy Ulishney	<b>Email:</b> <a href="mailto:sffpets@gmail.com">sffpets@gmail.com</a>
Entertainment/Sponsorships:	Richard Thomas	<b>Email:</b> <a href="mailto:sffentertain@gmail.com">sffentertain@gmail.com</a>
Festival Parade:	PJ Spires	<b>Email:</b> <a href="mailto:sffparade@gmail.com">sffparade@gmail.com</a>
Festival Program & Website:	Thomas Szczygiel	<b>Email:</b> <a href="mailto:sffprogram@gmail.com">sffprogram@gmail.com</a>
Miss Scottsdale Fall Festival:	Jennifer Schwartz-Flack	<b>Email:</b> <a href="mailto:sffqueen@gmail.com">sffqueen@gmail.com</a>

## Vendor Types

We partner with several different vendor types. The following will give you some idea into which category you belong and whether spaces are limited.

- Business Promotion
  - Limited Offering: 3-4 business spaces are available to strictly promote, not sell, business services or products.
- Children's Area
  - Limited Offering: 3-5 spaces are designated to provide entertainment and activities specifically for children and are grouped in a designated area.
- Craft
- Food – For Profit
- Food – Non-Profit
  - Non-Profits must have 501(c)(3) certificate to qualify for Non-Profit pricing

## Vendor Timeline and Deadlines

The following describes the timeline to apply and participate in the Scottsdale Fall Festival. Please reach out to the appropriate contacts, should you have any questions.

**June 1, 2017:**

### **Vendor Application Period Begins**

- Applications should be mailed to Janeen Osselborn at 1000 Arthur Avenue, Scottsdale, PA 15683.
- Applications must be complete, including any requests for photos of product and booth setups, and include a check or money order for the appropriate payment amount.
- Vendor consideration will be based on the first come, first served method, so it is critical to submit all information as early as possible.

**June 15, 2017:**

### **Vendor Approvals and Responses Begin**

- Vendor Application Approvals will begin to be returned to the requesting vendors, so that they may firm up their plans for the festival weekend.
- If a vendor is not approved, they will receive a communication to inform as such so that they may make other arrangements for that time period.

**July 31, 2017:**

### **Vendor Application Period Ends**

- In order for the Committee to perform adequate planning, the cutoff for all Vendor Application Submissions is July 31<sup>st</sup>. Submissions after this point will be considered by special request, only.

**July 31, 2017:**

### **Booth Rental Request & Festival Program Inclusion Deadline**

- All requests to rent booths/tents from the Committee must be submitted by this date to ensure availability. If a vendor did not initially request a booth and chooses to add this, it should be by this date, for planning purposes.
- No changes can be made to the Festival Program after this date.

**August 15, 2017:**

### **Insurance Policy Submission Deadline**

- Insurance Policies are due to Janeen Osselborn – electronic versions may be emailed or hard copies mailed. Please ensure that the policies contain all information required, as detailed below.

**September 14, 2017:**

### **Vendor Check-in - IMPORTANT**

- Vendor Check-in Instructions will be sent via email approximately one week prior to the festival.
- All information required for check in is contained within this guide – please review carefully.
- **Thursday, September 14, 2017 @ 8pm: Vendor Check-in Begins**
- **Food Booths must be operational by Friday, September 15 @ Noon**
- **Non-Food/Craft booths must be operational by Friday, September 15 @ 4pm**

**September 15-17, 2017:**

### **Festival**

**October 2, 2017:**

### **Deposit Checks will be mailed**

- Clean Up Refundable Deposits will be returned to applicants, as eligible

## 2017 Vendor Pricing

All pricing is based on rental for the entire 3-day duration of the festival. Partial days are not available.

► **NEW!** Please note that the pricing model has been updated with changes. Feel free to contact the vendor chair with any questions, as you are completing your application.

Vendor Type	10 x 10 Space Rental * (per Space)	Additional Food Item ** (Per Item)	10 x 10 Booth Rental (per Booth)	Clean Up Refundable Deposit	Electricity Fee	Additional Front Footage *** (per Linear Foot)	Limited Space Area (Booth rental not available)	Premium Space Upgrade - Gazebo Area
Business Promotion	\$250	N/A	\$100	\$100	\$10	\$30 - per	N/A	N/A
Food - For Profit	\$400	\$100 - per	\$100	\$300	\$35	\$30 - per	N/A	N/A
Food - Non-Profit	\$200	\$100 - per	\$100	\$300	\$35	\$30 - per	N/A	N/A
Craft	\$90	N/A	\$100	\$100	\$10	\$30 - per	\$50	\$100
Children's Area	\$90	N/A	\$100	\$100	\$10	\$30 - per	N/A	N/A
<b>IMPORTANT TO KNOW:</b>								
	Food Booth Rental includes 3 food offerings; additional food items can be requested at the prices noted. All food items must * be approved on the application to qualify.							
	** Beverages are exempt from this pricing and are not exclusive items							
	*** In order to qualify for additional frontage, booth space must be consecutive. If booth spaces are not consecutive, full booth price is required for each non-consecutive booth location.							

## Vendor Guidelines

### General Vendor Guidelines – Applies to ALL Vendors

General vendor guidelines apply to **ALL VENDORS** in addition to those noted for each type, below. Each vendor is responsible for understanding these guidelines and ensuring compliance with them.

#### Governance

- The Committee, with sole discretion, will be the final judge of what complies with the rules and regulations set forth. If a vendor is not in agreement with the judgment, the organization may opt not to participate with the festival, at their discretion.

#### Vendor Selection

- The Committee may reject any application, at their discretion, without specifying a reason.
- Vendor spaces will be coordinated by the Committee upon receipt of all applications and cannot be pre-reserved or guaranteed.

#### Participation

- Only the vendor noted on the application may occupy/sell in the space designated. Participants may not sublet any part of their space to another vendor.
- ► **NEW!** Vendors must only sell items in their designated areas. Selling items outside of your designated areas is strictly prohibited and may result in the loss of your clean-up deposit.

- Failure to participate in the festival after application acceptance has been granted will result in forfeiture of all application costs and set-up fees.
- The festival will be held regardless of weather.
- ► **NEW!** In order to offer our visitors and guests the best possible festival experience, all vendors are required to be present and available for full festival hours. To discourage non-compliance with this requirement, vendor security deposits will be forfeited in the event of an early departure or partial attendance. Please plan to be present for the entire festival duration.
- Vendors interested in space on Pittsburgh Street should not contact businesses for permission to use specific sites; the Committee coordinates this effort.
- Vendor Raffles are permitted only if offered to the public at no cost, as a benefit to Festival guests. No money may be exchanged for any raffle item. Raffles are only permitted within the booth area – tickets may not be distributed outside of the booth area. Any planned raffle must be included on the vendor application.

### Application Fees

- Applicable fees are due in full at time of application.
- Application fees will be returned if the applicant is not approved for participation in the festival.
- Failure to participate in the festival after application acceptance has been granted will result in forfeiture of all application costs and set-up fees.
- Please write separate checks for the application and security deposit fees.

### Vendor Insurance

- ► **NEW!** Each vendor must carry Comprehensive General Liability Insurance and Product Liability Insurance with a minimum per-occurrence limit of \$500,000.
- The policy must be obtained at vendors' own expense and the policy sent to the Scottsdale Fall Festival Committee no later than August 15, 2017.
  - Both 'Scottsdale Borough' and the 'Scottsdale Fall Festival' must be listed as Certificate Holders and Additional Insured on the policy.
  - Policy must include dates of festival - 9/15 through 9/17, 2017
  - Call your insurance agency for details.
- Insurance information should be sent with application and payment, if possible.
- In all cases, insurance documentation **MUST** be emailed or mailed to Janeen Osselborn @ [sffcrafter@gmail.com](mailto:sffcrafter@gmail.com) by August 15, 2017, in order to participate in the festival.
- If a vendor application is approved and the vendor fails to submit required insurance documentation by the deadline, vendor will not be permitted to participate, space will be resold, and all fees will be forfeit. It is the vendor's responsibility to provide this documentation in a timely manner.
- Insurance Requirement Exception: Children's Vendors who are Non-Profit, are not selling a product, and are providing an activity geared towards fund-raising or education only are exempt from the insurance requirement.

### Vendor Check-in

- Upon arrival, all participants must check in at the Information Booth near the gazebo before proceeding to any other area.
- **Thursday, September 14, 2017 @ 8pm: Vendor Check-in Begins**

### Booth Spaces

- Booth Spaces are limited. While every effort is made to accommodate as many vendors as possible for the betterment of the community and visitor experience, we cannot accept all applications, for this



reason. It is recommended that serious interest be indicated by submitting an application at the earliest opportunity.

- Each vendor will be assigned a booth number during check-in, which should remain visible to the public, at all times.
- No booth space can be pre-reserved or guaranteed.

### Booth Setup

- ***Food Booths must be operational by Friday, September 15 @ Noon***
- ***Non-Food/Craft booths must be operational by Friday, September 15 @ 4pm***

### Booth or Tent Rental

- Do not use tent rails as supports or anchors for anything else.
- Do not use plastic, packaging, masking, electrician's, or duct tape, staples or any other permanent type of attachments that may damage the tents. Use plastic ties, rope, string or clothespins instead.
- No deep-frying under tent tops or next to rails.
- The renting organization will pay for any costs that might be charged to the Scottdale Fall Festival Committee from the booth rental company for lack of compliance with instructions.
- No solicitation of money, flyers or any other promotional material is permitted without express written permission from the Scottdale Fall Festival Planning Committee and Scottdale Borough Council.

### Booth Housekeeping

- **ELECTRICAL:** Participants must provide their own electrical extension cords. All electrical extension cords and electrical plugs must be 3-wire, heavy-duty type, and UL approved and at least 50 feet long. Two-wire cords will not be permitted. No unauthorized persons are permitted to tamper with the electrical equipment system.
  - If you provide your own booth/tent, you must also provide your OWN extension and power cords as these will NOT be provided to you.
- **LIGHTING:** If providing own booth/tent, vendor must also provide overhead lighting.
- **SIGNAGE:** All signs are subject to review and approval by the Festival Committee. Signs should be durable, able to withstand inclement weather, and easy to read. Booth signage should be visible, at all times, and pricing must be clearly displayed.
- **INVENTORY:** Stored inventory must be off the ground, covered and kept from public view.
- **GARBAGE:** Participants must take bulk rubbish and trash to the designated trash areas at the corner of Spring and Mulberry Streets before, during, and after each day of the festival. Participants agree to leave the area in and around the allotted space in the same condition as was rented or better. Vendors agree to provide their own garbage containers and a supply of garbage bags necessary to last for the duration of the event. Vendors are not permitted to use public garbage containers. Any violation of this policy will result in the lost of your security deposit.
- **SECURITY DEPOSIT:** The festival Committee is not responsible for cleaning your booth or the surrounding area – if the assigned area is not in the identical condition at festival close as when rented, the vendor security deposit will **NOT** be returned.
- Wi-Fi service is not available in town.
- No Vendor is allowed in the festival area to resupply during festival hours. Dollies should be utilized if additional supplies are needed.

## Vendor Etiquette

- Vendors are expected to exhibit professional behavior, beyond reproach, at all times. Each exhibitor should treat festival visitors, fellow vendors, and the Committee with full respect as they not only represent their own brand, but that of the town of Scottsdale.
- The following are prohibited in or near your booth: radios, televisions, public address systems, alcohol, smoking of any kind, pets, and/or profanity.
- The Committee reserves the right to eject any vendor who is exhibiting unprofessional behaviors from the festival. Unprofessional behavior will be determined solely at the Committee's discretion. In the event of ejection, all vendor fees are forfeit and no refunds will be made.

## Vendor Parking

- Vendor parking requirements will be strictly enforced to ensure the safety of all festival visitors and guests. Full vendor cooperation is expected.
- Participants will be provided one space in an exhibitors' parking area and must park in that designated area. We suggest parking your main transit vehicle in the designated area.
- Workers for your booth must find their own parking – we suggest carpooling to leave more places for festival guests.
- Vendors are not permitted to park their vehicles or trailers next to their assigned booth spaces.
- Any vehicle, carrying any stock needs for the day must be removed 45 minutes before the start of the festival.
- Vehicles can re-enter the festival area nightly only after entertainment has ceased, at closing time.

## Vendor Products

- Craft and Food Vendors are permitted to display and sell only the items that were approved on their application.
- The Committee reserves the right to ask any exhibitor to remove items. If the vendor has a question about an item, please ask at the Information Booth before the festival begins.

## Festival Security

- 24-hour security is provided for the duration of the festival.
- Scottsdale Borough and, its subcommittee, the Scottsdale Fall Festival, are not responsible for lost or stolen items.

## Non-Compliance Enforcement

- ► **NEW!** If a vendor fails to comply with any requirement of this agreement, that vendor may be banned from future events.
- ► **NEW!** In order to offer our visitors and guests the best possible festival experience, all vendors are required to be present and available for full festival hours, as stated in this guide. To discourage non-compliance with this requirement, vendor security deposits will be forfeited in the event of an early departure or partial attendance. Please plan to be present for the entire festival duration.

## Contract Enforcement

- The Scottsdale fall Festival Committee (a sub-committee of the Scottsdale Borough Council) has a specifically mapped area designated by Borough Council to be the official festival grounds within which all rules and regulations apply and must be followed. This area has been designated by our council for liability insurance reasons and to ensure a safe and responsible event for all vendors and visitors. Fees are charged for space rental in this area to offset increasing event expenses that help to draw attendance to the annual festival and allow participating organizations to profit.

- Neither the Committee, nor its sponsors, will 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 festival is destroyed by fire, 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 Committee--which makes it impossible or impractical to hold the festival.
- The Participants contract shall be deemed to have been made in the State of Pennsylvania and 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 terms thereof, such action shall be brought in the Courts of Westmoreland County, Pennsylvania, and the vendor expressly consents to the jurisdiction of such courts. The parties agree to accept service process in such action by ordinary mail sent to their addresses as set forth in this contract. The contract represents the entire agreement between the vendor and the Scottdale Fall Festival Committee, a sub-committee of Scottdale Borough.

### **Business Vendor Guidelines**

Because vendor space in town is limited and the majority of visitor interest is in the food and craft offering, we offer only 3-4 business spaces on festival grounds, on a first come, first serve basis.

- Business applicants are permitted to strictly promote, not sell, business services or products.
- No sales may be conducted.
- Reminder: Vendor Raffles are permitted only if offered to the public at no cost, as a benefit to Festival guests. No money may be exchanged for any raffle item. Raffles are only permitted within the booth area – tickets may not be distributed outside of the booth area. Any planned raffle must be included on the vendor application.

### **Children’s Area Vendor Guidelines**

Any vendor that applies for space in the Children’s area will be required to provide the following with their application.

- PA State Child Abuse History Clearance – must be dated within 3 months of festival dates.
- Clearances can be sought here: <https://www.compass.state.pa.us/cwis/public/home>
- Insurance Requirement Exception: Children’s Vendors who are Non-Profit, are not selling a product, and are providing an activity geared towards fund-raising or education only are exempt from the insurance requirement.

### **Craft Vendor Guidelines**

#### **Vendor Items & Offering**

- The Committee seeks to have only one craft vendor per item/type.
- If more than one vendor will offer the same or similar item, both parties will be advised by the Vendor Chairperson prior to application acceptance.
- All decisions regarding the vendor item assignments are at the discretion of the vendor chairperson.
- Items can only be sold in your rented space and cannot be solicited around the festival grounds.
- All crafts must be handcrafted and will be at the sole discretion of the Committee.
- The Committee encourages crafters to demonstrate their craft during the event, which has been proven to increase sales and interest.

- Photos of your craft and booth set-up, if bringing your own, must be submitted for consideration of entry into the festival. Hard copies of the photos will not be returned – digital copies are acceptable and may be submitted to [sffcrafts@gmail.com](mailto:sffcrafts@gmail.com) at time of application.

## Food Vendor Guidelines

### Vendor Items & Offering

- **▶ NEW!** Booth rental for food vendors comes with 3 food items included in the price. For each additional food item requested, a fee of \$100 will apply. Not all items requested on the application will be approved – the vendor chair will contact any vendor to discuss, as needed.
- **▶ NEW!** All food vendors must have a PA Retail Food License in order to participate. If a food vendor doesn't have one, they can be sought at [www.EatSafePA.com](http://www.EatSafePA.com). This is required as part of the application process. A retail food facility that operates on no more than three days each calendar year may be exempt please check out [https://govt.westlaw.com/pac/Document/N59C790E0459911E2A334E5FB98907D9F?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=\(sc.Default\)3](https://govt.westlaw.com/pac/Document/N59C790E0459911E2A334E5FB98907D9F?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)3) PA.C.S.A 5730 Section b (iii) for more information.
- The Committee seeks to have only one food vendor per item/type.
- If more than one vendor will offer the same or similar item, both parties will be advised by the Vendor Chairperson prior to application acceptance.
- All decisions regarding the vendor item assignments and food offerings are at the discretion of the vendor chairperson.
- Items can only be sold in your rented space and cannot be solicited around the festival grounds.

### Pricing

- Food vendors agree to prepare and sell only the approved menu at the prices listed on the application.
  - All prices must be displayed to the public.
  - Prices cannot be changed from what is stated on the application during the course of the event, for any reason.

### Food Preparation

- Food handlers must not commit any act that may result in the contamination of food, food contact surfaces, or utensils.
  - It is recommended that there is a division of labor, where possible, between food handlers and cashier duties.
  - Gloves should be worn by food handlers, at all times. If gloved hands handle money, gloves should be changed before handling food.
  - Hands should be washed routinely throughout the day with warm water and soap – antibacterial products are not an acceptable replacement for this practice.
- Proper “food service” water hoses are to be used to run water to your booth.
- Use propane whenever possible for your cooking needs. No large commercial electric grills are permitted. A maximum of 30 amps per booth is provided and regulated by the festival electrician.
- All food vendors are required to use only red and white striped tents to be provided by vendor or rented from the Scottdale Fall Festival.
- Food vendors must use grease mats or tar paper as part of booth setup. Vendors with no grease mats or tar paper will be subject to loss of cleanup fee deposit.