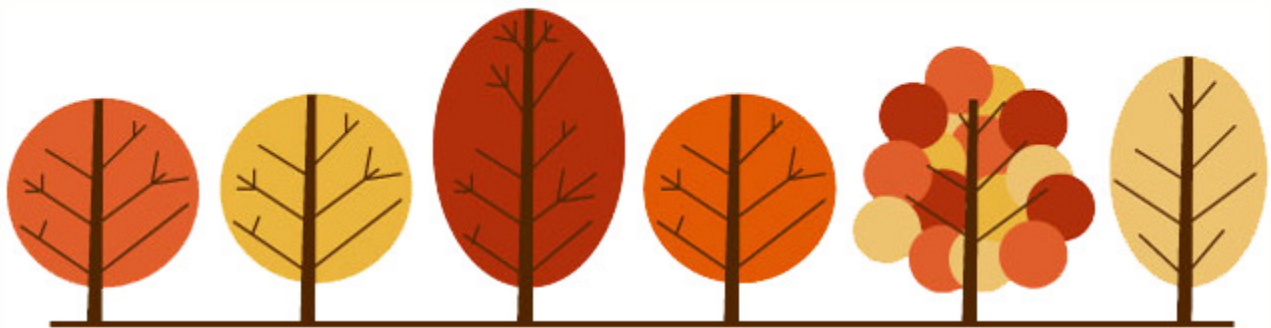


2018

VENDOR APPLICATION  
TERMS & CONDITIONS



SCOTTDALE FALL FESTIVAL

September 21, 22 & 23, 2018

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

Scottsdale, PA 15683

## 2018 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 21-23, 2018 with hours as follows:

Friday, September 21, 2018: 4 - 10 pm

*\* Food Booths must be operational by Friday, September 21 @ Noon*

Saturday, September 22, 2018: 12 - 10 pm

Sunday, September 23, 2018: 12 - 8 pm

***Food Vendors are expected to be available during the entire festival as noted.***

### **Core Craft Vendor Hours:**

Friday, September 21, 2018: 4 - 8 pm (Optional Day – Crafters do NOT have to be present on this day, but if they are, they must be available for this window.)

Saturday, September 22, 2018: 12 - 8 pm

Sunday, September 23, 2018: 12 - 6 pm

In order to offer our visitors and guests the best possible festival experience, all vendors are required to be present and available during core festival hours, as noted. Although the core hours are stated, no breakdown or vehicle movement may take place except outside of festival hours, to ensure the safety of our guests. Please contact Janeen Osselborn during the festival, with questions or for more information. 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

All 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

Please review our website for the current Festival Executive Committee, Committee Chairs, and Member directory.

## 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: 5-7 spaces are designated to provide entertainment and activities specifically for children and are grouped in a designated area.
- Craft
- Craft – Packaged Foods
  - These are foods that are packaged and designed for home consumption. Some examples include honey, wine, jellies and jams, etc.
- 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.

- March 1, 2018:**                      **Vendor Application Period Begins – Returning Vendors**
- Returning vendors have until April 1<sup>st</sup> to request the same spaces that they occupied the year before.
  - Applications must be complete, approved, and paid to be considered secured.
  - Vendor consideration will be based on the first come, first served method, so it is critical to submit all information as early as possible.

- April 1, 2018:**                      **Vendor Application Period Begins – All Vendors**
- After March 31, any unsold spaces may be requested on the vendor application.

## 2018 Vendor Pricing

Pricing is stated on the application. There are no additional fees not listed.

## 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.
- 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.
- The festival will be held regardless of weather.
- In order to offer our visitors and guests the best possible festival experience, all vendors are required to be present and available for the core festival hours. To discourage non-compliance with this requirement, any vendor who departs early will be charged \$150. If this invoice is not paid, vendor will not be welcomed back to the festival. Please plan to be present for the entire festival duration.
- 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 approved by the committee prior to the festival.

#### Application Fees

- Applicable fees are due in full at time of application and are non-refundable.

### Vendor Insurance

- 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 with the following requirements:
  - Both 'Scottdale Borough' and the 'Scottdale Fall Festival' must be listed as Certificate Holders and Additional Insured on the policy.
  - Policy must include dates of festival - 9/21 through 9/23, 2018
  - Call your insurance agency for details.
- While not an application requirement, insurance information can be requested, at any time, by Vendor Committee Chair prior to and during the festival – if this documentation is not available, it is grounds for removal from the festival, without vendor recourse or refund.
- 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

- Check-in instructions will be sent out via email 2 weeks prior to the festival via email – please make sure that your email address has been correctly submitted.

### 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.
- No booth space can be pre-reserved or guaranteed, without a completed, approved, and paid application.

### 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.
- **LIGHTING**: Vendor must also provide all 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. To discourage non-compliance with this requirement, any non-complying vendor will be charged \$150. If this invoice is not paid, vendor will not be welcomed back to the festival.
- 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 Scottdale.
- 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.
- 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.

### 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

- Craft vendors are required to comply with the requirements of all applicable federal, state, and regulatory entities. The burden for awareness of and compliance with these requirements is on the vendors. The Scottsdale Fall Festival is not responsible for vendor failure to comply with these requirements and will support any law enforcement efforts pertaining to them.
- Craft vendors are not offered exclusivity – there may be more than one vendor that sells a similar item type.
- 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 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

- Food vendors are required to comply with the requirements of all applicable federal, state, and regulatory entities. The burden for awareness of and compliance with these requirements is on the vendors. The Scottsdale Fall Festival is not responsible for vendor failure to comply with these requirements and will support any law enforcement efforts pertaining to them.
- Not all items requested on the application will be approved – the vendor chair will contact any vendor to discuss, as needed.
- 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

- 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. In the event that a vendor draws more than 30 amps of power, that vendor will be asked to remove some portion of their equipment to become compliant.
- 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.

#### Non-Compliance Enforcement

- To discourage non-compliance with this requirement, any non-complying vendor will be charged \$150. If this invoice is not paid, vendor will not be welcomed back to the festival.

#### Contract Enforcement

- The Scottdale fall Festival Committee (a sub-committee of the Scottdale 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.