



TROY STRAWBERRY FESTIVAL FOOD VENDOR RULES AND REGULATIONS

1. APPLICATION

1. Applications are available online only on the Festival website:
www.troystrawberryfest.com

PLEASE NOTE:

There are two different applications:

An application for non-profits that do not have a commercial vendor. (non-profits making and selling food/drink items on their own)

An application for commercial food vendors partnering with a local non-profit serving Troy or Miami County.

2. Submission of an application does not imply or guarantee acceptance as a vendor.
3. All applications fields must be completed, in the event that a field is not relevant, you must enter "N/A" in the field.
4. Incomplete applications are subject to rejection without notice.
5. Completed applications must be accompanied by the following items:
 - i. Photos or video of your booth set up
 - ii. Proof of profit-sharing agreement with non-profit (only for commercial vendors)

(These items should be uploaded with the application, or they can be uploaded to the Festival Dropbox account -

<https://www.dropbox.com/request/pHhHNATzsmzL2G1UGIbw>

File names should include your business name or last name on the application.

The final deadline for applications is due by March 31.

2. APPLICATION REVIEW AND ACCEPTANCE

1. Applications are reviewed and approved by the Food Vendor Committee.
2. Every effort is made to accommodate all applicants, the committee has the right to limit the number of vendors selling the same or similar products.
3. The committee tries to place returning vendors in the space they have been historically, however the committee reserves the right to place vendors based on layout, geographical changes to the landscape, previous lines, etc.

3. APPLICATION CRITERIA

Acceptance criteria will include but is not limited to:

- Number of years the non-profit has participated in the festival
- Type of strawberry food item (As strawberry food item is MANDATORY)
- Electrical needs
- Food items being sold (TSF may limit the number of same/similar items)
- Favorable profit-sharing agreement with non-profit (non-profit receives a minimum of 25% of NET profits)
- Date application is received

The decision of the Food Vendor committee is final. The committee reserves the right to reject an application for any reason.

4. FOOD & BEVERAGE PRODUCTS

Each booth will be limited to 5 food or drink items. One item MUST be a **strawberry** item.

PEPSI - The Strawberry Festival is under a sponsorship agreement that requires all vendors to sell Pepsi products (20 oz bottles) purchased through the festival. Any organization not adhering to this policy will be removed from participating at the festival and will NOT receive a refund on their application fees.

5. BOOTH SPACE

Booth space is 12'x12' or 12'x24' or 12'x36'

(note a 12'x36' booth space is the maximum space allowed and includes all the space allowed for vending and cooking)

1. Subletting of booth space is prohibited. Only the approved vendor may occupy and use the assigned space.
2. All participant items including but not limited to products, equipment, supplies, signage, and staff **MUST** stay within the participant's assigned booth. Any items left on sidewalks, streets, or outside the assigned space is subject to immediate removal.
3. Participants must ensure that the flow of crowd traffic is not disrupted in any way. **Use of stanchions** is encouraged provided they do not create a safety hazard for patrons.
4. Participants are prohibited from playing "loud music" or noises that may be disrupted to attendees or neighboring vendors.
5. Participants may not "hawk" from inside or outside their booth. (To hawk is to sell or attempt to sell something, especially to do so in a loud and intrusive manner)
6. Alcoholic Beverages – the sale of alcoholic beverages is strictly prohibited by festival vendors.
7. Carnival rides, any animals, flea market booths and similar displays/activities are prohibited.
8. Non-profits may only have one (up to a 12'x36') designated booth space.
9. Commercial vendors are limited to partnering with one (1) Miami County non-profit.

6. SPACE/BOOTH FEES

NO fees are collected with the application.

Vendors that are selected to participate in the festival will receive an invoice from the Troy Chamber of Commerce with acceptance notification. Fees will be due thirty (30) days after notification.

Booth Size	Apply by February 15	Apply February 16 or later
12'x12' space	\$160	\$260
12'x24' space	\$260	\$360
12'x26' space	\$420	\$520

7. TENTS – IF YOU ARE NOT USING A TRAILER / FOOD TRUCK, TENT RENTAL IS MANDATORY

Tent rental is available through the festival and its contracted vendor. Tent rental includes rental of a fire-retardant tent, installation, and removal of the tent(s). The festival will order and place your requested tent.

Tent Rental fees:

One (1) 12'x12' tent = \$220

One (1) 12'x24' tent = \$350

Tent rental fees are in addition to booth space rental fees.

8. FESTIVAL HOURS AND OPERATIONS

The Strawberry Festival is always the first Saturday/Sunday in June. The festival includes music/entertainment on three stages. Vendors are in the downtown area and on the Great Miami River Levee.

The festival has a hometown celebration on Friday night called Strawberry Jam. Strawberry Jam includes music on Prouty Plaza (downtown) and the downtown merchants are encouraged to be open late.

Strawberry Jam – Friday, May 31 *(optional for festival vendors)*

5:00 – 9:00 PM

Music on Prouty Plaza (downtown)

Strawberry Festival – June 1 & 2

Saturday, June 1

10:00 AM – 9:00 PM

Sunday, June 2

10:00 AM – 6:00 PM

Vendors must be open during all hours of the festival.

The Strawberry Festival reserves the right to require a vendor to immediately leave the festival site with cause, including but not limited to:

- Misrepresenting the content or intent of the booth and its products
- Failing to abide by the published rules and regulations
- Failing to follow the direction of any entity with jurisdiction over the festival site, including but not limited to the City of Troy (i.e. Fire Department, Police Department, Electricians, Facilities departments) and Miami County (i.e. Health Department)

RESTOCKING DURING EVENT

Vehicles of any type will be prohibited from entering or parking within the festival grounds outside of the designated set up and tear down hours.

It is recommended that vendors bring carts and/or wagons to use for “walk-in” restocking.

9. SITE

The festival takes place in downtown Troy and along the Great Miami River levee.

The festival site is an active downtown City Street and/or river levee. The site is controlled by the City of Troy. As custodians of the site, it is our duty to maintain the integrity of the streets and the levee to the fullest extent possible.

The Troy Police Department maintains jurisdiction over ALL traffic accessing the public roads, parking sites and the levee at ALL TIMES. Please follow the direction of the Police at all times.

10. SECURITY

The festival provides overnight security. These services are provided “As-Is”.

Vendors are responsible for the security of their products and services. Products may be left in your booth overnight AT YOUR OWN RISK.

Vendors should have visible signage so patrons, festival volunteers and security can identify your booth. In addition, you will be given a booth # and a page protect – please hang your assigned booth number on your tent/booth to assist with quicker recognition in case of an emergency.

11. SET UP / TEAR DOWN

Set up will occur as follows:

Trailers / Food Trucks assigned to the levee portion of the festival –

The set up is tentatively set for Wednesday, May 29 before tents are placed. Additional information will be sent prior to the festival.

Trailers / Food Trucks assigned to downtown portion of the festival –

Set up will be on Thursday, May 30 after 6 pm. Set up typically follows the mandatory meeting set for 5:30 pm that evening. Additional information will be sent prior to the festival.

Set up for those with tents and those completing set up on Friday will follow the following schedule:

Set up on sight will begin on Friday, May 31 at 7:30 AM

The Food Vendor Committee will notify vendors when refrigeration trailers are at temperature and available to store food on Friday, May 31.

- Vehicles must be off the site by 3 PM.
- Specific details regarding set up will be emailed to vendors.

- To minimize congestion, the festival will limit the number of vehicles on the festival site. Vendors should always follow the direction of the festival volunteers.
- Vendors are asked to unload quickly and move their vehicle from the site before beginning both set up.

Tear down will occur on Sunday, June 2 at the direction of the festival volunteers and City of Troy police department. Tear down will NOT occur until the site is clear from patrons and deemed safe.

12. TRASH / RECYCLING

- The Strawberry Festival provides trash and cardboard recycling containers.
- Vendors are responsible for gathering and placing trash in the DESIGNATED TRASH AREA(S).
- Vendors MAY NOT place any trash in facilities designated for local businesses or residents.
- **All boxes must be broken down** and placed in the recycling dumpsters.

13. SIGNAGE – Booths MUST include the proper, VISIBLE signage representing their respective Non-profit. SIGNAGE for the NON-PROFIT SHOULD BE LARGER THAN THAT OF A COMMERCIAL VENDOR. It MUST be clear to patrons who commercial vendors are partnered with.

No signage may protrude from the booth at any angle and must remain flush against your tent or trailer.

Signs may not be placed in the “public right of way” or impede the flow of walking traffic.

14. PROFIT SHARING – All vendors shall pay 15% of NET profits to the Troy Strawberry Festival c/o Troy Chamber of Commerce. Funds paid to the festival help to cover expenses associated with the festival such as security, restrooms, shuttles, signage, trash removal and other logistical needs.

Organizations whose 15% payment is not received by June 30th may forfeit their participation in future festivals and will be charged a late fee.

The decision regarding who pays the 15% for non-profits partnering with a commercial vendor should be determined in the profit-sharing agreement.

15. INSURANCE

All Vendors are required to maintain insurance at their own expense for the duration of the event: **Commercial General Liability (CGL) insurance to participate in the Troy Strawberry Festival.** Vendors must provide proof of insurance by May 1.

CURRENT INSURANCE

- Such coverage shall be at least as broad as: Commercial General Liability (CGL): ISO Form CG 00 01 covering CGL on an “occurrence basis”, including products-completed operations, personal and advertising injury, with limits no less than \$1 million per occurrence.
- If a general aggregate limit applies, it shall be no less than \$2 million applying separately to this event.

ADDITIONAL INSUREDS / REQUIRED LANGUAGE

The Troy Area Chamber of Commerce and the City of Troy must be added to your policy as Additional Insureds.

The following disclosure MUST BE INCLUDED ON THE INSURANCE CERTIFICATE to evidence compliance with this requirement.

The Additional Insured language cannot be amended, shortened, or changed. Insurance certificates that do not include this language, as provided, will be rejected and the vendor will not be permitted to participate until the certificate is corrected.

Required Additional Insured Language:

“The following are Additional Insureds on the CGL coverage: Troy Area Chamber of Commerce and the City of Troy, Ohio, its officials, employees, and agents. Coverage shall be primary to the Additional Insured and not contributing with other insurance or similar protection available to the Additional Insured whether other available coverage be primary, contributing or excess.

Please note: Your standard homeowner’s coverage will NOT provide a vendor with the required coverage. Your insurance must be Commercial General Liability Insurance (CGL).

16. INSPECTIONS

FIRE DEPARTMENT

The Troy Fire Department will visually inspect booths prior to operation.

Vendors are required to have a fire extinguisher on site at their booth. Additional information will be provided once vendors are accepted.

All vendors are required to have an ABC fire extinguisher at their booth. An ABC fire extinguisher is effective in fighting fires in ordinary combustibles, such as wood and paper, fires involving flammable liquids, such as grease, gasoline, oil, etc., and is suitable for use on electrically energized fires. An ABC fire extinguisher is marked with the following symbols:



Fire extinguishers may be rented. Additional information will be available prior to the festival.

HEALTH DEPARTMENT

All groups must obtain a temporary health permit for the sale of food. Permits are available from the Miami County Health Department.

Health Department Food Safety - <https://www.miamicountyhealth.net/food-safety>

For specific questions about food permits, contact the Miami County Health Department at 937-573-3500

17. REFRIGERATION TRAILERS

Refrigeration trailers are provided by the Strawberry Festival Committee during designated hours. Any group which needs access to the trailers will be required to obtain an ID badge. Badges will be available at the On-site mandatory meeting.

18. AUDIT – The Strawberry Festival will randomly audit ten (10) booths each year. Booths will be required to provide proof of expenses and revenue in addition to the Profit Sharing (15%) Tabulation.

19. COMMUNICATION & MANDATORY MEETINGS

Communication is by email. The festival will do its best to communicate with both the non-profit representatives and the commercial vendors. Non-profits are REQUIRED to communicate all rules and regulations with their commercial vendor.

Mandatory Meetings - A representative from the club & org or commercial vendor MUST attend all meetings.

Spring Mandatory Meeting – 4/18

The mandatory spring meeting will be Thursday, April 18 at 6:30 PM. The purpose of the meeting will be to provide an overview of the festival and to go over the rules/regulations. There will be a time for Q/A and to turn in Pepsi orders.

Location TBD

On-site Meeting – 5/30

The mandatory on-site meeting will be on Thursday, May 30 at 5:30 PM. The purpose of the meeting will be to go over last minute details, hand out parking passes, rent fire extinguishers and answer additional questions.

Location TBD

Non-profits partnering with a commercial vendor MUST have a representative available at all time during the festival.

20. PARKING & VEHICLES ON SITE

One (1) parking pass will be provided for each vendor. This pass will allow you to access a space in the parking area designated to you. Commercial Vendors should not be parking trailers, trucks, etc. on the side streets.

Vehicles are only permitted on site during designated set up and tear down hours. Vehicles may not be permitted on the levee due to weather.