



2019 Friday Night Clubs and Organizations Rules & Regulations



1. All applications will be reviewed and approved by the Friday Night Clubs and Organizations Committee. Any Miami County Club or Organization who would like to participate will have until **April 15th, 2019** to have their application, a \$25.00 per space registration deposit, and a \$100.00 insurance fee if your group does not have insurance (See # 4 for more information) returned to the Strawberry Festival Office, 405 SW Public Square, Suite 330, Troy, OH 45373.
2. The Friday Night Clubs and Organizations Committee shall have the final authority in delegating concessions and limiting duplication of activities. If any application is not accepted, the Club or Organization will be notified and the deposit will be refunded.
3. A \$25.00 per space Non-Refundable deposit is required with all registration applications. . (Applications will not be accepted without payment). If an **application is rejected the deposit will be returned**. There will be no rain date.
4. **All Clubs and Organizations are required to carry the Troy Strawberry Festival and the City of Troy as additional insures on their insurance policies.** The following paragraph must be included on **your** additional insured certificate:
On these coverage's, the additional insured shall be listed as ***the "The following are Additional Insureds on the CGL coverage: Troy Strawberry Festival Inc., 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.***
All certificates must be filled out with the above language or it will be rejected and you will be in jeopardy of losing your space. You may choose to be listed as an additional insured on the Troy Strawberry Festival's Insurance Policy for \$100.00.
All Clubs and Organizations have to provide additional insured coverage as stated in the paragraph above or purchase insurance from the Troy Strawberry Festival. There are no exceptions.
5. Booths shall be limited to non-profit groups from within Miami County **AND** Commercial Vendors who are not participating in booth/fundraising activities on the levee during the festival days of Saturday and Sunday.
6. The booth locations shall be determined by the Friday Night Clubs and Organizations Committee. All groups will be allocated a 12' x 12' area. Groups may reserve more than one space, but **multiple spaces will be limited**.
7. Building permits for booths or electricity fee that is being used for your organization are not required. However, each group shall be responsible to remove or correct any hazardous situation.
8. Health permits will be required for the sale of food. Health department regulations will be adhered to. Health permits may be obtained from the Health Department. Regulations will be addressed at the required meeting, by a representative from the Health Department.
9. **Set-up will begin at 3:00 pm and must be complete by 4:30pm** Booths should be in operation from 5:00 PM to 9:00 PM.
10. **You will be responsible for removal of all trash and the cleanup of your area at the conclusion of the event.**
11. No alcoholic beverages shall be sold on the site of the Friday Night Clubs and Organizations
12. There are two booth categories:
 - a. **Group 1:** Groups selling only pre-wrapped pre-packaged food/beverage items or selling arts and craft items. Booths will require no electricity and no health permit.

- b. **Group 2:** Groups selling non/pre-wrapped or non/pre-packaged foods. These groups must secure a Health Permit. Electricity will be available.
 - c. A safety inspection by the Risk Management Committee will be conducted. The inspection form will be available at the mandatory vendor meeting.
13. No Flea Market booths or Raffles will be allowed.
 14. **Each group will be *required* to have a Fire Extinguisher!**
Fire Extinguisher will be an “ABC type of extinguisher, a 5 pound extinguisher is preferred, the 2.5 pound extinguisher will be acceptable.
 15. **All tents must be Fire Retardant. (See separate sheet on Fire Retardant Tents)**
 16. **No “hawking” outside your booth.**
 17. No carnival rides will be allowed on the Friday Night Clubs and Organizations site.
 18. All suggestions or recommendations about the Troy Strawberry Festival must be submitted in writing to:
Friday Night Clubs and Organizations Chairperson Troy Strawberry Festival, Inc., 405 SW Public Square, Suite 330, Troy OH 45373.
 19. **Each club/organization is required to have at least one representative at a mandatory meeting TBD.**
 20. Additional regulations may be added as required by The Friday Night Clubs and Organizations Committee.