



TROY STRAWBERRY FESTIVAL
Arts and Crafts Application



BUSINESS INFORMATION: All communications will be directed to your primary contact. Please be aware that we communicate by email – if you do not have an email address, please indicate that.

Legal Name of Business			
Primary Contact	Name:		
	Business Phone:	Email:	
	Cell Phone:		
Legal Address of Business	Street Address:		
	City:	State:	Zip:

Craft Category: Please mark the one category that best describes your product(s).

Candles	Children’s Items	Clothing/Accessories	Country Crafts/Primitives	Floral Wreaths/Baskets	Furniture
Glass/ceramics/porcelain/pottery	Holiday Items	Jewelry	Lotions/Soaps/Spa Products	Metal Works	Pet Items
Photography/Artist	Pre-packaged Food Items	Stitch/Embroidery/ Knitting/Crochet	Woodcraft	Yard Art	Other

If you marked “other”, please indicate a category that best describes your product:

PRODUCTS: Please list products you will be selling. Only handcrafted items will be sold. **NO IMPORTS.**
THE ITEMS LISTED BELOW ARE THE ONLY ITEMS YOU MAY SELL DURING THE FESTIVAL. CHANGES CANNOT BE MADE ONCE YOU ARE ACCEPTED.

Products:

ALL SPACES ARE 12’ x 12’.

TENTS: Tents must be held down with weight equal to 40 pounds per leg. ALL tents on the festival site, must have a fire retardant / fire proof label attached to the tent.



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Tent rental is available through GT Wolf Tent Company which are fire retardant. The tent rental cost includes installation and removal of the tents. Tent fees are listed below. The festival will order and place your tent if you request one.

LIMITED ELECTRICITY IS AVAILABLE FOR CRAFTERS NEEDING ELECTRICITY TO MAKE THEIR CRAFT ONLY. If you are accepted as a vendor, you will be notified if your electricity requests have been approved. Please include reasons for use of electric. Will you require electricity to make your product during the festival? Yes,

_____ No, _____

Additional Details:

AVAILABLE SERVICES:

SERVICE	DESCRIPTION	EARLY BIRD	REGULAR	QTY	EXTENDED TOTAL
		PRICE prior to December 31st	PRICE after December 31st		
BOOTH SPACE	One (1) 12' x 12' Space	\$250.00	\$350.00		
	One (1) 12' x 24' Space	\$450.00	\$550.00		
TENT RENTAL	One (1) 12' x 12' Flame-Retardant Tent	180.00	\$180.00		
	One (1) 12' DEEP x 24' WIDE Flame-Retardant Tent	325.00	\$325.00		
VENDOR INSURANCE	Our business is providing proof of insurance, with the additional insured language as stated in the Rules and Regulations.	n/a	n/a		
	Please insure our business as an "additional insured" through the Troy Strawberry Festival.	\$100.00/per booth space	\$100.00/per booth space		

ACKNOWLEDGEMENT: I have read and accepted the policies and guidelines set forth in the Arts & Crafts Rules and Regulations. I understand that my participation in the Troy Strawberry Festival is voluntary and is contingent upon my compliance with these policies and guidelines and I agree to abide by them at all times. My signature, below, indicates that I am duly authorized to enter into this agreement on behalf of my organization. **ANY INCOMPLETE APPLICATIONS WILL BE REJECTED UNTIL COMPLETION IS APPROVED BY FESTIVAL COMMITTEE.**

Printed Name

Signature

Date

Final deadline for applications is January 31st.

Send to: Troy Strawberry Festival, Inc.
Arts and Crafts
405 SW Public Square, Suite 330
Troy, OH 45373



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COMMERCIAL VENDOR INDEMNIFICATION AGREEMENT
For TROY STRAWBERRY FESTIVAL INC.

(PRINT LEGAL NAME OF YOUR BUSINESS →) _____, in conjunction with the Troy Strawberry Festival, Inc., agrees to defend, indemnify, and hold harmless the Troy Area Chamber of Commerce, Troy Strawberry Festival, Inc., and the City of Troy, Ohio, its officials, employees, and agents, against all actions, suits, causes of action, or demands arising from or flowing from acts or omissions of **(PRINT LEGAL NAME OF YOUR BUSINESS →)** _____, its employees, agents and volunteers and related to the Troy Strawberry Festival, Inc.

This Agreement supersedes any pervious indemnification agreement(s), whether written or oral, in connection with this event.

For the above-named COMMERCIAL VENDOR

Printed Name

Date

Signature

Address (City, State, Zip Code)

For Troy Strawberry Festival, Inc.

By _____

By _____



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Rules & Regulations

1. APPLICATION

- a. Applications and all required forms are available on the Festival website:
<http://www.troystrawberryfest.com>
- b. Submission of an application does not imply or guarantee acceptance as a participant.
- c. All application fields must be completed. In the event that a field is not relevant, you must enter "N/A" in the field. Applications with blank fields will be deemed incomplete.
- d. Incomplete applications are subject to rejection without notice.
- e. Completed and signed applications must be accompanied by the following items.
APPLICATIONS RECEIVED WITHOUT THESE ITEMS WILL BE REJECTED:
 - i. Completed and signed **INDEMNIFICATION AGREEMENT**
 - ii. **3 proof of process photos** of the craft item(s). This applies to all vendors
 1. One photo of the craft
 2. One photo of the display
 3. One photo of the craft in the process of being created
 - iii. **No refunds will be permitted after April 1st.**
 - iv. **After being accepted the TSF office will send you an invoice via email. Do not submit payment before you receive your invoice. You will then have 30 days to submit payment. Payments received after 30 days will require a \$50 late fee and may result in forfeiture of the booth space for this festival and prior festivals.**
- f. **Deadlines:**
 - i. **Early Bird pricing is available on applications postmarked by December 31st. The Final application deadline is January 31st. (postmarked by)**
- g. Submit applications via mail or delivery to:
Troy Strawberry Festival, Inc.
Arts and Crafts
405 SW Public Square Suite 330
Troy, OH 45373

2. APPLICATION REVIEW AND ACCEPTANCE

- a. Applications will be reviewed and approved by the Troy Strawberry Festival, Inc. Arts and Crafts Committee.
- b. While every effort will be made to accommodate all applicants, as well as to place previous participants in historical booth space(s), application approval and booth assignment is made based on the type of offering, appropriateness of items offered, and space and/or services limitations.
- c. Applications received after the published deadline will be reviewed and accepted (or rejected) based on availability of space and services.
- d. The Troy Strawberry Festival reserves the right to reject any application for any reason.



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- e. All decisions with regard to acceptance and space assignment are final.
- f. If an application is rejected, the Vendor will be notified by email.

3. **GENERAL**

- a. These Rules & Regulations apply to all arts and crafts vendors at the Troy Strawberry Festival.
- b. Vendors must sell items that are handcrafted by the Vendor **in the USA**. No commercially made or imported items are permissible.
- c. The Troy Strawberry Festival is a “rain or shine” event and will NOT be rescheduled.
- d. **NEW FESTIVAL HOURS: Festival hours are from 10:00 am – 9:00 pm Saturday and 10:00 am – 5:00 pm Sunday.** All vendors are required to participate during these hours for both days; failure to do so may result in not being approved to participate in future Festivals.
- e. **NEW for 2020: Vendors have the OPTION to open from 6:00-9:00 pm on Friday night during the Strawberry Jam.** The Strawberry Jam is our hometown celebration and will feature live entertainment on Prouty Plaza.
- f. The Troy Strawberry Festival reserves the right to limit the number of vendors offering identical products.
- g. The Troy Strawberry Festival reserves the right to require any Exhibitor / Vendor to immediately leave the Festival site with cause, including but not limited to:
 - i. Misrepresenting the content or intent of the booth and its products
 - ii. Failing to abide by the published Rules & Regulations
 - iii. Failing to follow the direction of any entity with jurisdiction over the Festival, including but not limited to the City of Troy (i.e. Police, Fire, Electric, Facilities departments) and Miami County (i.e. Health Department).

4. **BOOTH SPACE**

- a. Each Vendor will be limited to a booth space of not more than 12’X24’.
- b. Each space measures 12’ x 12’. Each Vendor may request up to two (2) total spaces, resulting in a 12’ DEEP x 24’ WIDE usable space.
- c. Tents must be properly held down with at least 40 lbs. per leg of the tent and secured. All tents on the festival site, must have a fire retardant / fire proof label attached to the tent.

Tent rental is available through GT Wolf Tent Company. The GT Wolfe tents are fire resistant. The tent rental cost includes installation and removal of the tents. The TSF office will order your tent for you. Tent rental fees are on page 2 of the application.

- d. Vendors may sell product and/or engage Festival attendees from the front (road-facing) side of tents ONLY. Side or rear (sidewalk-facing) sales are PROHIBITED.
- e. Please note that the ground of the booth space (either road or grass) MAY NOT BE LEVEL. Please be prepared.
- f. Subletting booth space is prohibited. Only the approved vendor may occupy and use the assigned space.
- g. While the Festival provides security for non-Festival hours (overnight), these services are provided ‘as is’. You are ultimately responsible for the security of your products and may leave products in your booth during non-Festival hours AT YOUR OWN RISK.
- h. All booths must have VISIBLE, proper signage identifying the respective Vendor.



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- i.
 - j. All participant items including but not limited to, equipment, supplies, signage, and staff **MUST** stay within the participant's assigned booth space. Any items left on sidewalks, streets, or outside the assigned space is subject to immediate removal without notice.
 - k. Participants must ensure that the flow of crowd traffic is not disrupted in any way.
 - l. Participants are prohibited from loud music, noise, and "hawking", whether inside or outside of the assigned space.
 - i. Handouts or advertising must be performed within your assigned space
 - ii. Music, calls out to the crowd, and related activities **MUST NOT** interfere or inconvenience fellow participants.
 - m. **SET UP:** Set up will be on Friday prior to 3:00 pm, unless other arrangements have been made with the Arts & Craft Chairperson. To minimize traffic congestion associated with booth space for setup, please follow the direction of the Festival Volunteers at all times.
 - n. **RESTOCKING:** Vehicles of any type will be prohibited from entering or parking on Festival grounds outside of designated, set up hours. All re-stocking will be done by handcart.
 - o. Carnival rides, any animals, flea market booths, and similar displays or activities are prohibited.
5. **ALCOHOLIC BEVERAGES:** ALCOHOLIC BEVERAGES ARE PROHIBITED on Festival grounds.
6. **INSURANCE:** All Vendors are required to maintain at their own expense for the duration of the event: Commercial General Liability (CGL) insurance to participate in the Troy Strawberry Festival. Each vendor will provide **proof of current insurance** or may elect to be listed as an additional insured on the Troy Strawberry Festival's policy by May 1.

CURRENT INSURANCE

If your Business is providing its own 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.*

The following disclosure **MUST BE INCLUDED ON THE INSURANCE CERTIFICATE** to evidence compliance with this requirement. 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 **or** until the required fee to be insured on the Troy Strawberry Festival's policy is paid:

The Additional Insured language cannot be amended, shortened or changed.



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Required Additional Insured Language:

“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.”

b. FESTIVAL INSURANCE

In lieu of providing proof of current insurance, the Business may elect to secure insurance coverage as an additional insured on the Troy Strawberry Festival's insurance policy for an additional fee per 12X12 booth space.

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

7. **INDEMNIFICATION AGREEMENT:** All participating Organizations and Commercial Vendors to sign an Indemnification Agreement which shows your agreement to hold harmless the City of Troy, the Troy Strawberry Festival, Inc. and the Troy Area Chamber of Commerce.
8. **HEALTH DEPARTMENT PERMITS & INSPECTIONS:** Vendors offering pre-packaged food products are subject to the rules associated with selling food products and may be required to complete the Health Permit provided by the Miami County Health Department, and must subsequently pass a booth health inspection, PRIOR to the sale of food at the Festival. Failure to obtain the permit and/or to pass the inspection will prevent the sale of food products.
9. **FIRE EXTINGUISHERS: All groups will be *required* to have a Fire Extinguisher.** 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. Fire Extinguishers may be rented at the Festival.
10. **SITE:** The site of the Troy Strawberry Festival is on an active downtown city street and/or river levee and 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. With that in mind, please be aware of the following restrictions:



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- a. **Set up:** Set up will be on Friday before 3:00 pm unless prior arraignments are made with the Arts & Crafts Chairperson.

Please do NOT “camp out” on the street or levee in front of your space. Please unload your products as quickly as possible and move your vehicle to your designated parking area. There is a limited amount of space and can quickly become congested. There will be plenty of time to set up your tent after you have unloaded your products.

- b. **Authority:** The Troy Police Department maintains jurisdiction over ALL traffic accessing the public roads, parking sites, and the levee at ALL TIMES. Please pay attention to Police Department instructions AT ALL TIMES.
- c. **Trash/Cardboard Recycling:** The Troy Strawberry Festival provides trash and cardboard recycling containers. Vendors are responsible for gathering and placing i trash in the DESIGNATED TRASH AREA. Vendors MAY NOT place any trash in facilities designated for local businesses or residents. **All boxes must be broken down and placed in recycle bins.**

Failure to do so may result in surcharges to your business or forfeiture of booth space for future festivals.

- d. **Animals:** No animals are allowed in booths or area around the booths unless allowed by Federal law.
- e. **Camping Facilities:** There are a limited number of sites available near the festival at the Miami County Fairgrounds, for self-contained campers. All Campsites at the fairgrounds are equipped with electricity. Water and sewage are available. Sites are on a first come, first serve basis. For further information please contact the Fair office at 937-335-7492.