



TROY STRAWBERRY FESTIVAL
Arts and Crafts Application



Arts and Crafts

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 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.