



AUGUST 17-20

LIBERTY AVE  
IN BLOOMFIELD

To All Bloomfield Little Italy Day Vendors,

We are just days away from the Little Italy Days Festival and we have a great line up of entertainment with 30 acts over three stages and all of our advertising is in full effect - Street banners, TV, Radio, Newspapers, Social Media and more. Also KDKA radio will be onsite for a live remote on our opening day Thursday from 3pm-7pm about the festival. Please read this message in its entirety as there are important details below for you as a vendor.

#### Set Up

- Food Vendors Only - Set up will be on Wednesday August 16th after 6pm. Report to the information tent located in front of First National Bank as we will escort you to your location. Bank Address: 4724 Liberty Ave. Pittsburgh Pa 15224.
- Non Food Vendors Only - Set up will be on Thursday August 17th after 9am. You must arrive no later than 4:30pm. Report to the information tent located in front of First National Bank as we will escort you to your location. Bank Address: 4724 Liberty Ave. Pittsburgh Pa 15224.
- Local Vendors Only - Please keep in mind that other vendors will be next to you and please only take up your allotted space.
- Saturday/Sunday Vendor - Please report to information tent at First National Bank address 4724 Liberty Ave. on Saturday at 10am as we will escort you to your location. The street will be closed but you will be able to drive to First National Bank up to 10am. Please notify the Police that you are a vendor and you will be allowed to drive to the Bank. Please be patient with the set up process.

Time of Festival - Hours of Festival are Thursday August 17th 6pm - 9pm Friday August 18 and Saturday August 19 noon - 9pm Sunday August 20 noon - 6pm. Everything must be removed by 7pm on Sunday.

Set Up/Street Changeover - For set up Thursday and Friday your tent will be facing the sidewalk as Liberty Avenue is open to traffic. On Saturday and Sunday Liberty Avenue will be closed and we strongly recommend your tent face Liberty Avenue.

Street Closure - This year we are again closing Liberty Avenue on Saturday and Sunday. The street will be closed at 8am on Saturday and remain closed until 8pm Sunday. Street closures and detours will be posted and on our website - [www.littleitalydays.com](http://www.littleitalydays.com). You may keep your tent in the same position however we strongly suggest your display face toward the street on Saturday and Sunday.

Vendor Parking - Vendor parking at St. Maria Goretti Lot: 4712 Liberty Ave, Pgh., PA 15224. Call for pricing and reservations. However there are other free and paid parking spaces around the festival footprint.

Electricity - NON FOOD VENDORS ONLY - If you have purchased electricity please bring an extension cord, power strip and duct tape. All extension cords MUST be covered. FOOD VENDORS ONLY - You must bring your own quiet generator it MUST NOT be loud. Please keep in mind you may be asked to bring a new generator if it is found to be extremely loud and bothersome to neighboring tents and the public.

Tents - If bringing your own tent it MUST be secured with sandbags or weights. Food Vendor tents must be fire rated. Very Important - You must LOWER your tent at the end of each night.

Final Payment - If you have not paid in full yet please send in your final payment asap or call to make a credit card payment (Visa M/C) and will include a 3% credit card processing fee. Your credit card statement will read "Wedding and Event Services" All balances must be paid in full before setting up for the festival.

Security - We will have security throughout the festival and overnight. However we are not responsible for lost or stolen items. Please take all valuables with you every night.

Garbage - All vendors are responsible for garbage clean up within your space. Please tie garbage bags as we will be around periodically to pick up garbage. At the end of the festival on Sunday your space must be clean and left as found when arrived with no debris or garbage left out other than in bags and tied.

Beverages - If you have not placed your beverage order please call us ASAP. However we highly suggest you take advantage of the \$100 buyout option.

Food Vendors - You must complete the Health Department's application and return to them ASAP. The form can be found on our website at [www.littleitalydays.com](http://www.littleitalydays.com).

Butler Italian Festival - We are having the 1st Annual Butler Italian Festival on September 1-4 - Labor Day Weekend. If interested in more information on becoming a vendor please visit [www.butleritalianfestival.com](http://www.butleritalianfestival.com) or call me at 412-377-2923 or inquire at information booth at Little Italy Days.

Thank you,

Sal Richetti  
Bloomfield Little Italy Days  
Festival Producer  
412-377-2923  
[info@littleitalydays.com](mailto:info@littleitalydays.com)