

# VENDOR PARTICIPATION AGREEMENT

## Charleroi Community Days

Friday June 29 & Saturday June 30, 2018  
Friday 4:00pm-10:00pm, Sat. noon-10:00pm

This agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2018, by and between Charleroi Community Days and \_\_\_\_\_ ("Participant").

Contact \_\_\_\_\_ Booth Name \_\_\_\_\_  
Company \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ Cell \_\_\_\_\_  
Fax \_\_\_\_\_ Email Address \_\_\_\_\_

Guest Vendors			
STREET SPACE	Food Concessionaires	Non-Food	Craft & Home-based businesses
10x10	\$500.00	\$350.00	\$225.00
10x20	\$750.00	\$550.00	\$375.00

**Space is limited, applications will be accepted on a first come, first serve basis. We understand everyone wants the "Best Space" – to be fair, we will date the forms when they come in and vendors will be placed according to the order their forms were received. So, if you want a great spot, get your paid application in ASAP!**

Insurance Company Name \_\_\_\_\_ Policy Number \_\_\_\_\_  
(You must add Charleroi Community Days to you insurance policy as being additionally insured for June 29 & June 30 and **include the certificate with this application.** If you need insurance call **Dana Richter 412-391-7000.**) Please initial \_\_\_\_\_

**ELECTRIC WILL NOT BE PROVIDED, YOU MUST BRING YOUR OWN QUIET GENERATOR OR YOU WILL BE SHUT DOWN. NO EXCEPTIONS, NO REFUNDS.** Please initial \_\_\_\_\_

Water will not be provided, you must secure it on you own if needed.  
Do you have a tent, trailer with a hitch or food truck? \_\_\_ No \_\_\_ Yes if so, how long? \_\_\_\_\_

Food vendors **MUST** lay a tarp or paper down to protect against grease stains and ensure any grease stains are cleaned, you must leave your street space totally cleaned \_\_\_\_\_(initial)

Tent Rental Needed? \_\_\_\_\_ Yes (circle tent size) 10x10-\$275 10x20-\$475

Tent rental is for all four days of the festival and includes set up and tear down of the tent, one 6 foot banquet table and one chair.

**No Tent Rental Needed** \_\_\_\_\_  
You can use your own tent but you are responsible. It **MUST** be fire rated, clean & professional looking, and it **MUST** be properly secured and tied down.  
If you are **NOT** renting a tent from us, **please initial** that you have read the tent requirements \_\_\_\_\_

Special Provisions \_\_\_\_\_

List specifically what foods and products you will be selling. Will need to be approved by the festival. \_\_\_\_\_

(Vendors will only be permitted to sell the beverage products from the beverage sponsor of the festival or you may **OR** you may purchase and sell your own beverages for a \$100 fee. **No Lemonade Sales.**

## **Setup will be Friday June 29 at noon**

**Please make paid-in-full checks payable to:**

Little Italy Days and Mail to 2549 Penn Ave, Pittsburgh PA, 15222

**No refunds will be given once application is received unless your application is not approved.**

**No applications will be accepted without payment.**

**Setup information will be sent out one week prior to the event.**

If you have any questions please feel free to call me at 412.377.2923 or email at [sal@salrichettievents.com](mailto:sal@salrichettievents.com)

Sincerely, Sal Richetti, *Charleroi Community Days*

### **Terms of Agreement, Policies & Procedures**

The following are the contract terms of the agreement to rent vendor space at Charleroi Community Days Festival. As a participant, your acceptance of these terms shall constitute a binding agreement.

**1 Charleroi Community Days.** The words "Charleroi Community Days." as used herein shall mean Charleroi Community Days, their officers, agents and any employees acting for it, in the management of this event.

**2 Eligible Participants** Charleroi Community Days. reserves the right to determine whether any company or product is eligible under the standards for inclusion in the festival.

**3 Eligible Products** All products and services to be sold, offered or referred to during the Charleroi Community Days. must be included in the Agreement. Charleroi Community Days. reserves the right to exclude the sale of any product.

**4 Sanitation** Every business and vendor is responsible for maintaining a high standard of sanitation within their booth, including keeping all services, cooking and flooring surfaces clean and litter-free. Participants must provide sufficient personnel to comply with the following:

**When the Festival is Open:** Participants should deposit their trash into the trash containers provided for each booth. No trash should be allowed to pile up within the booth. Participants are responsible for breaking down all cardboard boxes and placing them in the dumpster.

**At Closing Each Night:** Participants should set bagged trash in front of their booth for pick-up. Participants using grease in their operation, or that produce grease as a by-product of food preparation, must use grease containers. Grease liquids or solids may not be dumped in any sewer, sink, tree pit or anywhere else on festival site.

**5 Fire and Safety Laws** All federal, state and city regulations pertaining to fire and safety must be adhered to. NO OPEN FLAMES, LIT CANDLES OR BURNING OF INCENSE WILL BE ALLOWED INSIDE OF TENT. Outside grilling areas must be contained in the designated space to insure public safety. All Participants must comply with the Borough of Charleroi Regulations. **Tents MUST be fire rated.**

**6 Compliance with Law/Standards** Participants are responsible for meeting all city/state resale-licensing agreements. Charleroi Community Days. assumes no responsibility for any tax liability incurred by Participant from the sale of any Goods at the festival. Participant further agrees to indemnify and hold harmless Charleroi Community Days. from any tax liability the Participant may incur from the sale of any Goods at the Festival. Participant must comply with fire, safety, tax and ADA requirements and the regulations to insure safe food preparation.

**7 Insurance** is the responsibility of the Participant and is required. Charleroi Community Days. is not responsible for replacement of lost or stolen goods. Participants are responsible for obtaining their own general liability insurance for the show dates, including set-up and tear-down. Participants and attendees regarding vendor space rental (*You must add Specialty Tradeshows, Inc and Charleroi Community Days Inc. to your insurance policy as being additionally insured for June 29 & June 30 2018 and include the certificate with this application.*)

**8 Surrender of Premises** At the conclusion of the festival, Participants must surrender the premises to Charleroi Community Days. in the same condition as when originally occupied.

**9 Charleroi Community Days will be June 29 & June 30 2018.** Set up will be noon on Friday June 29. The festival runs Friday, 4:00 p.m. to 10:00 p.m., and Saturday, 12:00 noon to 10:00 p.m.

**10 Booth space obstructions** We cannot be responsible for trees, parking meters or any other obstructions that are out of our control. Booth/display height cannot exceed 15 feet.

**11 Any business who wishes to sell at Charleroi Community Days in the street space, in front of their current business must obtain a permit through Charleroi Community Days.** You can only sell the same merchandise that you carry throughout the year. All insurance information must be supplied at the time of application. Spaces are NOT guaranteed and may not be sold, traded, or sub-leased. Charleroi Community Days. will make all decisions on placement of vendors and businesses. Any one that does not have an approved permit will be removed.

**12 No generators will be permitted without prior approval. Absolutely NO LOUD GENERATORS.**

**13 Food vendors must protect their area from grease stains with paper, tarp, etc. and ensure any stains are cleaned**

**14 All cords must be covered with carpet or tape**

**15 No refunds will be given once application is received.**

**16 Tents** You may provide your own tent. Should you do so, you will be responsible and waive any and all liability, responsibility or obligation on the part of the Charleroi Community Days, its agents, servants and employees, as it relates in any manner whatsoever to any claim, charge, cause of action and/or lawsuit which would arise out of the use of said tent.

**17 Acknowledgement, Release and Waiver of Liability.** I/We, the undersigned individual(s) hereby acknowledge that I/We will be obtaining and using for the duration of Charleroi Community Days, held by the Charleroi Community Days., from June 29, 2018 through June 30, 2018, a ten foot by ten foot (10 ft x 10 ft) tent, or any tent or equipment that I/We bring for use with my/our Italian Festival functions, which will be provided by the Charleroi Community Days. its agents, servants and employees, as it relates in any manner whatsoever to any claim, charge, cause of action and/or lawsuit which would arise out of the use of said tent. I/We hereby further release the Charleroi Community Days. from any liability and/or responsibility on the part of Charleroi Community Days., its agents, servants and employees, for any conduct engaged in by me/us arising out of, in any manner whatsoever, the use of said tent for the duration of Charleroi Community Days. Finally, it is understood and agreed that I/We shall hold Charleroi Community Days. its agents, servants and employees, harmless for any and all issues that may arise or

occur while said tent is in my use and possession during Charleroi Community Days, commencing on June 29, 2018 and ending on June 30, 2018.

**18 The Festival will go on regardless of weather. No refunds will be given for any reason.**

**19 Payment** Participant must include all fees with registration form.

**Please make paid-in-full checks payable to:**

Little Italy Days and Mail to 2549 Penn Ave, Pittsburgh, PA, 15222.

In the event of a participant cancellation, the fee is not refundable.

**For information or questions, please contact:**

Sal Richetti at 412.377.2923 or sal@salrichettievents.com

**This Agreement shall be governed in accordance with the laws of the State of Pennsylvania.**

Vendor applicant acknowledges having read and understood the terms and conditions of this Agreement as SET FORTH IN THIS DOCUMENT AND AGREES TO ABIDE BY ALL TERMS, CONDITIONS AND RULES AS SET FORTH IN THIS AGREEMENT, AS WELL AS ANY NEW OR ADDITIONAL RULES WHICH MAY BE MODIFIED OR LATER REQUIRED.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Even without a signature, you are agreeing to the terms of the contract by participating as a vendor.)

Charleroi Community Days. \_\_\_\_\_ Date \_\_\_\_\_