



August 16-19, 2018

Liberty Avenue  
Bloomfield

To All Bloomfield Little Italy Day Vendors,

We are fast approaching 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 15th 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 16th 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 16th 6pm - 9pm Friday August 17 and Saturday August 18 noon - 9pm Sunday August 19 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** - There is also free vendor parking **Saturday & Sunday** in the lot at Gross Street. There is a farmer's market on Saturday morning, but you can still pull into the lot and park at the bottom. There are other free and paid parking spaces around the festival footprint and we are working on other options for vendors as well. You will be there early to get ready, so you shouldn't have a problem finding parking.

**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 2<sup>nd</sup> Annual Butler Italian Festival on August 24-26. 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)