



VENDOR PARTICIPATION AGREEMENT

Guest Application

Little Italy Days - August 13, 14, 15, & 16 2020
Thurs. 6:00pm-9:00pm, Fri. & Sat. noon-9:00pm, Sun. noon-6:00pm
Last year's attendance was over 150,000
Awarded First Place Special Event - City of Pittsburgh

We have a spectacular line-up of entertainment and a very aggressive promotional campaign!
 We have secured advertising from TV, Radio, Pittsburgh Post Gazette, Tribune Review, Social Media, and much, much more to make this year's
Little Italy Days a huge success

This agreement is entered into this _____ day of _____, 20____, by and between Bloomfield Little Italy Days Inc. and _____ ("Participant").

Contact _____ Booth Name _____
 Company _____ Address _____
 Phone _____ Cell _____
 Fax _____ Email Address _____

Bloomfield Guests - Please Circle Price of Booth Choice

Super Premium Pearl St. to Matilda St. Middle of the festival		
STREET SPACE PRICES	Food Concessionaires	Non-Food
10x10	\$1295.00	\$895.00
10x20	\$1895.00	\$1495.00

Zone 1 Taylor St. to Pearl St. Matilda St. to Millvale St.		
STREET SPACE PRICES	Food Concessionaires	Non-Food
10x10	\$1095.00	\$795.00
10x20	\$1595.00	\$1295.00

Zone 2 Taylor St. to Ella St. Millvale St. to Gross St.			
STREET SPACE PRICES	Food Concessionaires	Non-Food	Craft Vendors
10x10	\$850.00	\$595.00	\$450
10x20	\$1350.00	\$1045.00	

Wine & Specialty Drink Vendors Zone 1	
STREET SPACE PRICES	Samples & Bottle Sales Only
10x10	\$650.00
10x20	\$1050.00

There is one stage in the middle and one at each end of the festival to draw people to both ends of the festival.
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!

Streets will be closed starting Saturday at 9:00am through Sunday at 8:00pm You will turn your setup around to face the street instead of the sidewalk, you should bring a trailer dolly if needed to make the process easier.

Insurance Company Name _____ Policy Number _____ <i>(You must add Bloomfield's Little Italy Day's Inc. to you insurance policy as being additionally insured for August 12, 13, 14, 15 & 16 and include the certificate with this application. Please initial _____)</i>
Electric Needed? (110 outlet) Non-food Vendors Only - \$200 _____ No _____ Yes How many amps are required _____ What will you be needing electric for? _____ (electric is not needed for lights as the festival ends at dusk each day) You must bring your own LONG extension cord and power strip. FOOD VENDORS – ELECTRIC WILL NOT BE PROVIDED, YOU MUST BRING YOUR OWN QUIET GENERATOR OR YOU WILL BE SHUT DOWN. NO EXCEPTIONS, NO REFUNDS. ANY NON-FOOD VENDORS THAT BRINGS THEIR OWN GENERATOR ARE SUBJECT TO THIS AS WELL. Please initial _____
Water will not be provided; you must secure it on you own if needed. If you have any of the following please check: _____ tent, _____ trailer with hitch, _____ food truck if so, how many total feet 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 (check 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. _____

Due to the nature of street festivals, vendors may face a tree, pole, parking meter or other obstruction on Thursday & Friday. For Saturday & Sunday you will face the street. Please initial _____

For **Thursday only**, vendors must agree to give a **20% discount to local residents** that have a 15224 zip code. Please initial _____

All food vendors and vendors that take 20' or more **MUST** setup on Wednesday.

(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 payable to Little Italy Days. **No Lemonade Sales**.)

**We are offering ads in a Bloomfield Little Italy Days Program/Ad Book
\$500.00 full page, \$350.00 half page, or \$200.00 quarter page.**

A set up fee will be applied unless you provide print-ready art.

Select booth and options

Food 10x10 Super Premium	\$1295 _____	Non-Food 10x10 Zone 2	\$595 _____
Food 10x20 Super Premium	\$1895 _____	Non-Food 10x20 Zone 2	\$1045 _____
Food 10x10 Zone 1	\$1095 _____	Crafters 10x10 Zone 2	\$450 _____
Food 10x20 Zone 1	\$1595 _____	Tent Rental 10x10	\$275 _____
Food 10x10 Zone 2	\$850 _____	Tent Rental 10x20	\$475 _____
Food 10x20 Zone 2	\$1350 _____	Electric (non-food only)	\$200 _____
Non-Food 10x10 Super Premium	\$895 _____	Beverage buyout	\$100 _____
Non-Food 10x20 Super Premium	\$1495 _____	Full page ad	\$500 _____
Non-Food 10x10 Zone 1	\$795 _____	Half page ad	\$350 _____
Non-Food 10x20 Zone 1	\$1295 _____	Quarter page ad	\$200 _____
Wine & Specialty Drink 10x10	\$650 _____	Wine & Specialty Drink 10x20	\$1050 _____

Grand Total _____

A) Please make paid-in-full checks payable to:

Bloomfield Little Italy Days, Inc. and Mail to 2549 Penn Avenue, Pittsburgh, PA 15222.

We also accept Mastercard and Visa, a 3% surcharge is applied to all credit card payments. In the event of a participant cancellation, the fee is not refundable.

B) If paying by credit card, please fill out information below, (a 3% fee will be applied to all credit card transactions)

Type of credit card: _____ Zip Code: _____
Credit card number: _____ Expiration date: _____ CVV code: _____

Charges will show on your credit card statement as *Pgh Wedding and Event Services*

You can also call in your credit card payment to 412-377-2923 or fax application to 412-697-1409

A 25% LATE FEE WILL BE APPLIED TO ANY BALANCE NOT PAID 14 DAYS PRIOR TO THE EVENT

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.

Vendor parking - Vendors may park at the lot between Gross & Aspen on Saturday & Sunday.

CHECK OUT OUR WEBSITE @ LITTLEITALYDAYS.COM

Sponsorship Opportunities are available

If you have any questions, please feel free to call me at 412.377.2923 or email at info@littleitalydays.com

Sincerely, Sal Richetti, *Bloomfield Little Italy Days*

Terms of Agreement, Policies & Procedures

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

1 Bloomfield Little Italy Days Inc. The words "Bloomfield Little Italy Days Inc." as used herein shall mean Little Italy Days, their officers, agents and any employees acting for it, in the management of this event.

2 Eligible Participants Bloomfield Little Italy Days Inc. 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 Bloomfield Little Italy Days Inc. must be included in the Agreement. Bloomfield Little Italy Days Inc. reserves the right to exclude the sale of any product. Vendors will only be permitted to sell Pepsi products and water purchased through Little Italy Days OR you may purchase and sell your own beverages for a \$100 fee payable to Little Italy Days. **No lemonade sales.**

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 City of Pittsburgh Regulations. **Tents MUST be fire rated.**

6 Compliance with Law/Standards Participants are responsible for meeting all city/state resale-licensing agreements. Bloomfield Little Italy Days Inc. 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 Bloomfield Little Italy Days Inc. 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 of the City of Pittsburgh and County of Allegheny and the regulations of the City of Pittsburgh Food Sanitation Division to insure safe food preparation. Health Department forms are on our website <http://littleitalydays.com/become-a-vendor/>

7 Insurance is the responsibility of the Participant and is required. Bloomfield Little Italy Days Inc. 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 Bloomfield's Little Italy Days Inc. to your insurance policy as being additionally insured for August 12, 13, 14, 15 & 16 2020* 2015 and include the certificate with this application.)

8 Surrender of Premises At the conclusion of the festival, Participants must surrender the premises to Bloomfield Little Italy Days Inc. in the same condition as when originally occupied.

9 Little Italy Days will be August 13, 14, 15 & 16 2020. Set up will be Wednesday, August 12 at approximately 6:00pm. **Food vendors MUST set up Wednesday evening.** The festival runs Thursday, 6:00 p.m. to 9:00 p.m., Friday and Saturday, 12:00 noon to 9:00 p.m. and Sunday, 12:00 noon to 6:00 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 Little Italy Days in the street space, in front of their current business must obtain a permit through Bloomfield Little Italy Days Inc. 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. Bloomfield Little Italy Days Inc. 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 parking is permitted on Liberty Avenue unless you have a vendor parking pass.

16 No refunds will be given once application is received.

17 Tents can be rented by contacting Bloomfield Little Italy Days Inc. The cost of the tent is \$275.00 which includes set up and removal. 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 Bloomfield Little Italy Days Inc. 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. Someone from the business must be available when tents are set up Thursday at approximately 12:00 noon and dismantled Sunday at 6:00 p.m. Tents must be placed on Liberty Avenue only. **TENTS WILL NOT BE PERMITTED ON THE SIDEWALK UNDER ANY CONDITIONS.**

18 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 Little Italy Days, held by the Bloomfield Little Italy Days Inc., from August 12, 2020 through August 16, 2020, 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 Bloomfield Little Italy Days Inc. 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 Bloomfield Little Italy Days Inc. from any liability and/or responsibility on the part of Bloomfield Little Italy Days Inc., 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 Little Italy Days. Finally, it is understood and agreed that I/We shall hold Bloomfield Little Italy Days Inc. 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 little Italy Days, commencing on August 12, 2020 and ending on August 16, 2020.

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

20 Payment Participant must include all fees with registration form.

Please make paid-in-full checks payable to:

Bloomfield Little Italy Days Inc. and Mail to 2549 Penn Avenue, Pittsburgh, PA. 15222.

We also accept Master Card and Visa, a 3% surcharge will be applied to all credit card payments .

Charges will show on your credit card statement as *Pgh Wedding and Event Services*

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

Applications can also faxed to 412-697-1409

For information or questions, please contact:

Sal Richetti at 412.377.2923 or info@LittleItalyDays.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.)

Bloomfield Little Italy Days Inc. _____ Date _____

Health Permit Information

Anyone that sells a product that will be eaten needs a permit even spices, sauce, and food products.

The cost of the permit is \$44.00. If you write a check please make it out to the *Treasurer of Allegheny County*. You also need to enclose the checklist.

The address to return the paperwork and check is :

Allegheny County Health Department

Bldg. #1 3rd Floor

Pittsburgh, Pa 15224

Any further questions I can be reached at (412) 578-7919.

Thank-You

Janet Russo

Temporary Facilities Checklist



Mail to:
 Allegheny County Health Department
 Food Safety Program
 3901 Penn Avenue, Building 1
 Pittsburgh, PA 15224-1318

Make check/MO payable to: Treasurer of Allegheny County

Phone: (412) 578-8044 **E-mail:** foodsafety@achd.net

INSTRUCTIONS: Complete all sections of the Temporary Facilities Checklist . (Please print). If any section of the checklist is not applicable, mark "N/A" in the question box.	
NAME OF EVENT:	
LOCATION OF EVENT:	
DATES OF EVENT/ OPERATIONAL HOURS:	
NAME OF FOOD FACILITY:	NO. STANDS/LOCATIONS:
FOOD FACILITY OWNER:	CONTACT PERSON:
MAILING ADDRESS:	
PHONE NUMBER:	E-MAIL:

MENU AND PREPARATION

Please list or attach menu items

Will any food preparation be done off-site for the event? Yes No

If yes, where will the food be prepared? (Submit copy of Health permit)

Name: _____

Address: _____

POWER SUPPLY

Will electricity be available? Yes No Event Provided? Yes No Generator? Yes No

Note: A plan should be in place in case power is disrupted. Lack of power can result in immediate closure.

WATER & DISPOSAL

Source of water? _____ Water disposal location? _____

Water storage type during event? _____ Heating source? _____

Note: Minimum of 10 gallons must be available at each stand. Water should be in a closed container and dispensed from a spout. The supply for drinking purposes should be dedicated for "drinking only." Lack of water can result in immediate closure.

CONTAMINATION PREVENTION

What materials will be used for overhead protection? _____

What type of ground cover will be utilized within your stand? _____

Note: Sufficient coverage must be provided for the entire food prep, display and storage area. Plans should be made for walls in the event there is inclement weather, and to minimize dust, spray, etc.

How will foods be protected from contamination by the public? (check all that apply)

Sneeze guards Covers Other Please specify _____

TEMPERATURE CONTROL OF FOODS

How will food temperatures be maintained during transport to the event? _____

List proposed cooking equipment:

List proposed equipment to hold foods hot (check all that apply):

Steam table Chafing dish / Sterno fuel Roaster Grill
 Other (specify) _____

List proposed equipment to hold foods cold during storage, preparation, and display (check all that apply):

Refrigerator Ice chest Refrigerated Truck

Other (specify) _____

***Note: Ensure all refrigeration is pre-chilled to $\leq 41^{\circ}\text{F}$ prior to use**

CLEANING AND SANITIZING

Equipment for cleaning and sanitizing utensils and food-contact surfaces?

Three compartment Sink Three Large Containers Other Please specify _____

Sanitizer Type? Quaternary Ammonium Compound Chlorine

Other Please specify _____

HANDWASHING

How will you wash your hands?

Water dispensing unit with soap/ paper towels and collection container

Self-contained hand washing station Hand washing sink

Liquid-Style Hand Sanitizer (Only approved for pre-packaged foods)

GARBAGE/REFUSE

How will you store garbage? _____ Who is responsible for Disposal? _____