

Dear Rain Day Participant,

- **Be Aware for the 2010 Rain Day Event The Special Events Committee is considering alternate Booth Layouts.**
- **Complimentary coffee and donuts will be provided to vendors while supplies last.**
- **Breakfast sandwiches and juice will be available for purchase.**
- **All exhibits must look like booths. The Special Events Commission feels strongly that this improves the overall look of the festival, and will entice more participation.**

Please read the "General Entry Information & Rules" sheet supplied to you for **updated information**. Anyone **not in compliance** will be asked to leave. Please keep in mind there is a **"No Refund"** policy.

RULES THAT WILL BE STRICTLY ENFORCED FOR 2010!!!

- Festival Hours are 11:00 a.m. to 8:00 p.m.
ALL BOOTHS must be opened the entire length of the festival. Booths will be placed accordingly by The Special Events Commission.
- Proper attire required on all vendors at all times, (i.e. shoes, shirts, etc.).
- Craft items must be handmade by vendor.
- Commercially produced items will be accepted after review of application and photo submitted of merchandise being sold.
- All Food vendors cooking with oils are required to have a grease mat. If you do not have a grease mat, one **MUST** be purchased from the Special Events Commission at a cost of \$12.00 per mat. This fee will be collected the day of the Festival.
- All Food Vendors are required to submit a separate check for the security deposit, in the amount of \$100.00. This check will be mailed back to you after the festival, if the booth space has been cleaned satisfactorily and no grease damages have occurred.
- Vendors space **must** be kept **clean, safe** and in **sanitary condition**. All refuse and other trash must be placed in plastic bags supplied by the vendor, cooking oils should be recycled into the original containers, and disposed of properly when cooled. **NO** products should be dumped into the streets or left in the booth space. If you are caught dumping products in the street, you will be shut down and will have to remain for the entire length of festival. **SECURITY DEPOSIT WILL NOT BE RETURNED!** Areas must be clean and grease free at end Festival.
- Applications will be returned if not filled out accurately and signed.
- Applications will be returned if Sales Tax Number and proof of General Comprehensive Liability Insurance is not submitted as required.
- Confirmations will not be mailed if you do not send a self addressed stamped envelope when you mail your application.
- Please be specific when listing the type of booth and items you will be making available, only items listed will be permitted!!
- **No** Trailers, **No** Generators, **No** Microphones or Amplifiers.

RAIN DAY FESTIVAL 2010
GENERAL ENTRY INFORMATION & RULES
ENTRY DEADLINE: JULY 12, 2010

DATE: July 29, 2010- from 11:00 a.m. to 8:00 p.m.. There is no rain date. This is an outdoor festival and will be held rain or shine. We suggest you bring sufficient plastic to cover your booth.

SINGLE BOOTH SIZE: All food, craft and entertainment spaces are 10 foot by 12 foot. Information booths will be 10 foot by 10 foot. If your booth requires more space than this, you need to reserve another space. If during set up it is determined you require additional space, the Commission reserves the right to either move your booth to where two adjacent spaces are available or if this is not possible to terminate your application. **(NOTE: there will be NO fee refunds.)** So please measure your booth carefully!

EXHIBITOR FEES: Fees for the one day period are as follows:

	<u>For Profit Rates</u>	<u>Non-profit Rates</u>
• Information Booths	\$ 30.00	\$ 20.00
• Entertainment Booths (i.e. skill games) ..	\$ 50.00	\$ 30.00
• Craft Booths.....	\$ 50.00	\$ 30.00
• Food Booths	\$150.00	\$100.00
• Food booths security deposit.....	\$100.00	\$100.00
• Commercial Booths/T-Shirt Booth.....	\$100.00	\$ 50.00

A booth with any combination of items must pay the higher fee. For example, a booth selling both entertainment and food must pay the food fee. **Fees are non-refundable.** No commission will be taken on sales. Each exhibitor reports and collects his/her own sales tax. Information booths can have free raffles. If raffles are not free you must pay the cost of an entertainment booth.

ELECTRICITY: Electricity is available for an additional fee of \$40.00 for two plugs per booth space. Electricity fees and requests must be included with the application. There is a **NO refund** policy for electrical use. You must supply your own cords to run to your booth location from our service units. Electricity will be shut off at the end of the festival. Please provide alternate methods for lighting after this time if you feel this is not sufficient time to close. **Illegal use of electricity:** Vendors will be shut down and fee would be nonrefundable. **NO GENERATORS ALLOWED.**

WATER: Exhibitors needing water are responsible for providing their own. Water is not available to vendors.

SET UP & TEAR DOWN: Make sure you arrive early! **Set up begins at 7:00 a.m. and all vehicles must be off the street by 9:30 a.m.** Booths must be open and manned at all times and must remain open for the **entire length of the festival.** **NO** Information, Entertainment, Craft, Food, or Commercial/T-Shirt booths are to be torn down before closing time.

UNLOADING & PARKING: We ask your full cooperation in unloading and parking your vehicle. We ask that you unload as quickly as possible and park your vehicle before you begin setting up your booth. **NO** parking vehicles in any of the side streets or alleys. Volunteers will be on hand to enforce this in order that no one blocks the passages for a sustained length of time.

DISPLAY EQUIPMENT: Each exhibitor must furnish their own set up materials such as tables, chairs, tents, canopies, electric cords, etc. **No microphones nor amplifiers are permitted.**

DISPLAY BOOTH CONTEST: In an effort to create a street festival atmosphere we ask that all booths be decorated in a Rain Day Theme. (i.e. an umbrella, cloud, rain drops.) The first prize winner will receive \$100.00, second prize is \$50.00 and third prize is \$25.00. Announcement of these awards will be presented in the evening with all other awards. Award money to be mailed. Booths who tear down early will not be eligible.

SECURITY: Each exhibitor exhibits their own work at their own risk. Neither the Special Events Commission nor the Waynesburg Borough is responsible for damage, theft or loss of an individual's work or equipment.

ASSIGNED SPACES: Applications will be placed accordingly by the Special Events Commission; the Special Events Commission reserves the right to reject any application. Exhibitors will be assigned spaces in a manner to best benefit everyone involved. **ABSOLUTELY NO BOOTH SPACE WILL BE PROVIDED ON RAIN DAY WITHOUT A PRE-APPROVED APPLICATION.**

Following are other specific restrictions for the different types of booths:

- **Information Booth:** No selling permitted. Restricted to free handouts, free drawings and free raffles as long as other festival requirements are met. The registration fee for information booths **MUST** be sent in with your completed application to reserve a space. If raffles are not free, you must pay the cost of an entertainment booth. **No early tear down permitted.** Must be open 11:00 a.m. to 8:00 p.m.
- **Entertainment Booth:** **Rules of games and prizes awarded must be posted and visible to the public.** Must be open 11:00 a.m. to 8:00 p.m.
- **Craft Booth:** Only **handmade crafts** will be accepted. **No kits, imports, or commercially manufactured craft items allowed.** Each item must have a price tag affixed. **The Rain Day logo and phrase is exclusive to the Special Events Commission. No craft items are to feature the Rain Day logo or phrase.** Booths selling any **Hand Embroidered** T-shirts, sweatshirts and sweaters are classified as a craft booth. However, any items with decals or iron on transfers and commercial logos are considered a **commercial booth.** Please feel free to demonstrate your crafts during the festival! **Microphones and amplifiers will not** be permitted to help sell your wares. Must be open 11:00 a.m. to 8:00 p.m.
- **Commercial/T-Shirt Booths:** Booths selling any commercially produced items. (i.e. tins, hats, sunglasses or any item with a commercial logo. Booths selling T-shirts include sweatshirts and sweaters that have decals or iron on transfers or commercial logos will fall under this category. **The Rain Day logo and phrase is exclusive to the Special Events Commission.** Rain Day logo or phrase will **NOT** be permitted to be sold by any product or booth other than by the Special Events Commission. List items to be sold including price range and submit photos of merchandise with application. Commercial booths will be accepted upon review of application and photos submitted. Must be open 11:00 a.m. to 8:00 p.m.
- **Food Booths:** The Commission will limit the number of booths selling the same items and locate them accordingly. This will ensure that all food booths will do the best business possible. For this reason you should return your application A.S.A.P. Food booth vendors must keep area clean and grease-free and pay a security deposit of \$100.00. All food vendors must provide proof of general comprehensive liability insurance. **(Must submit with application).** Food vendors setting up with no grease mat will be asked to leave and no refund will be issued. A grease mat can be purchased from the Special Events Commission. Must be open 11:00 a.m. to 8:00 p.m.

SALES TAX NUMBER: The Department of Revenue is requesting that we have your sales tax number on record. A space for this is provided on your application. If you do not have a sales tax number, you may register on-line at www.pa100.state.pa.us or call your nearest Pennsylvania Revenue District Office to request Pennsylvania Sales Tax License form #PA 100. If application does not have the sales tax number listed the application will be mailed back to you.

APPLICATION DEADLINE AND CONFIRMATION: July 12, 2010. Numbers will be assigned as applications are received. Exhibitors will be assigned spaces in a manner to best benefit everyone involved.

PAYMENT & MAILING ADDRESS: Checks should be made payable to **Special Events Commission** and mailed along with your completed applications to: **Athena Bowman, Waynesburg Borough, 90 E. High St., Waynesburg, PA 15370.**

A confirmation letter with a map showing your booth number and location will be returned **10 days prior to Rain Day only if we have a self-addressed, self-stamped (postage paid) envelope mailed with your application, if this is not received a confirmation will not be mailed.** If you have questions or have not received an acknowledgement from us, please call Athena Bowman at (724) 627-8111. It is up to you to contact us to obtain a booth space and number.

Application to Exhibit

Deadline – July 12, 2010

Rain Day 2010

Name _____ Date _____

Name of Business, Club or Organization _____

Mailing Address _____

City _____ Zip _____

Home Phone _____ Work Phone _____

- **Remember: Booths are placed accordingly by the Special Events Commission.**
- Number of spaces needed (Craft, Entertainment, Food, Commercial/T-Shirt booths are 10 foot by 12 foot) (Information booths are 10 foot by 10 foot).

	<u>No. of Booths</u>	<u>For profit Rates</u>	<u>Non-profit Rates</u>	<u>Total Booth Fee</u>
Information Booth(s)	_____	x \$30.00	\$20.00	_____

Entertainment Booth(s)	_____	x \$50.00	\$30.00	_____
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SALES TAX NUMBER _____ **(REQUIRED)**

PROOF OF COMPREHENSIVE LIABILITY INSURANCE ENCLOSED _____ **(REQUIRED)**
(Must be provided with application!)

Depending on the type of Entertainment proof of Insurance may be needed, this will be determined by Special Events Commission.

Craft Booth(s)	_____	x \$50.00	\$30.00	_____
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Crafts must be handmade!!

SALES TAX NUMBER _____ **(REQUIRED)**

Commercial /T-shirt booth(s) _____ x \$100.00 \$50.00 _____

Must submit photos with Application. Application to be reviewed and approved by Special Events Commission.

SALES TAX NUMBER _____ **(REQUIRED)**

- Please explain the type of information, craft, entertainment, or t-shirts and commercial items you will be making available during the festival. **Please be specific, as only these items will be permitted!**

<u>No. of Booths</u>	<u>For profit Rates</u>	<u>Non-profit Rates</u>	<u>Total Booth Fee</u>
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Food Booth(s) _____ x \$150.00 \$100.00 _____

SALES TAX NUMBER _____ (REQUIRED)

PROOF OF COMPREHENSIVE LIABILITY INSURANCE ENCLOSED _____ (REQUIRED)
(Must be provided with application!)

Food Booth Check #1 _____
*Food Booth Security Deposit _____ x100.00 \$100.00 _____
Security Deposit Check #2 _____

NO TRAILERS ALLOWED!!

Do you require electricity? (See rules for electricity)
Yes No \$40.00 _____

(LIMIT 2 PLUGS PER BOOTH SPACE)

Please indicate how many plugs are: 110 _____ and/or 220 _____

- Security Deposit required for all food booths, please send a separate check of \$100.00 for the security deposit. Security Deposit will be refunded by mail if space is clean at the end of the festival.
- All food vendors cooking with oils **Must** have a grease mat.
- All Food Vendors must provide proof of general comprehensive liability Insurance. (Must submit with Application).
- Please provide a list of the menu items that you will be selling. Please be specific, as only these items will be permitted!!

*Make checks payable to Special Events Commission
Sign and date this form - send with check and self-addressed stamped envelope to
Athena Bowman: Waynesburg Borough, 90 E. High Street, Waynesburg, PA 15370*

Contract, General Release and Acceptance

I (We), the applicant(s), have read the "General Entry Information and Rules" enclosed and agree to comply with the rules and regulations of the Rain Day Festival.
I (We), the applicant(s), do expressly release the Producer (Special Events Commission and/or the Waynesburg Borough) from any and all liability for damages, injury, or loss to persons or property of the exhibitor and any individual assisting the exhibitor which may arise from the rental and occupation of said space by the exhibitor, and agree to hold and save the producer harmless of any loss or damage by reason thereof.
I (We), the applicant(s), agree to be open during the specified hours of event, 11:00 a.m. to 8:00 p.m. and recognize that the Special Events Commission has the right to deny application in the future should my booth close earlier than 8:00 p.m.

Applicant Exhibitor's Signature Date
(Application will be returned if not signed)

Applicant's Witness Signature Date
(Application will be returned if not signed)