

General Vendor Rules and Regulations-WVIHF-2017

1. The Festival officially opens **Labor Day Weekend** on Friday at noon and officially closes on Sunday at 6:00 p.m. All vendors **MUST** remain open during festival hours for the entire weekend. Daily Festival hours are as follows: Friday and Saturday 10:00a.m. until 11:30 p.m. and Sunday 10:00 a.m. until 6:00 p.m. (times are subject to change).
2. Vendors must return the completed application with either ½ or full payment of the fee that is due. **Please refer to application for payment due date. FULL PAYMENT IS DUE JULY 15, 2017. No refunds will be given after JULY 15, 2017.**
3. You will not have access to the street for set-up until **AFTER 4:00 p.m. on Thursday**. The committee has an established method for street/booth set-up. Upon arrival, check with on site personnel regarding set-up time and/or booth placement.
 - THOSE VENDORS WHO UTILIZE A SELF-CONTAINED TRAILER OR VAN WILL ALWAYS BE ALLOWED ONTO THE GROUNDS FIRST but at the discretion of the setup committee – it is imperative that these units be set first as they cannot be positioned properly once the other vendors are placed. We typically arrange for this type of setup to arrive prior to the 4:00pm setup time as this facilitates the setup process FOR EVERYONE.
 - At the discretion of the street committee, those vendors having a multi-space contract are GENERALLY allowed in next, but this is regulated based on how crowded the street is. Those vendors with single spaces and/or their own tent setup are generally filtered in as space and street congestion allows – unless something unforeseen occurs, ALL VENDORS WILL BE GIVEN AMPLE TIME ON THURSDAY EVENING TO SET UP.
 - NO VENDOR WILL BE ALLOWED TO DELIVER OR HAVE DELIVERY OF ANY PRODUCTS OR SUPPLIES ONTO THE FESTIVAL GROUNDS PRIOR TO 4:00 PM ON THURSDAY, UNLESS PRIOR ARRANGEMENTS ARE MADE. If early deliveries are required, they must be delivered off-site and hand-trucked to WITHIN a local business or storage facility. ANY ITEMS DROPPED ON THE GROUNDS WITHOUT PRIOR WRITTEN AUTHORIZATION WILL BE REMOVED AND DISPOSED OF WITHOUT CARE.
4. One vendor space is defined as an area that is 10 feet by 10 feet and two vendor spaces are defined as an area that is 10 feet by 20 feet.
5. If you rent a 10X10 or a 10X20 space, **you must fit entirely inside this space**, including hitches, canopies, etc. We are a street Festival and spacing is limited. If your possessions and/or goods do not fit into your specified space, you will be required to downsize, by order of the Festival, police, and/or fire officials.
6. We recommend that every vendor have a cover (example: tent or canopy) for their vendor space for both weather and security reasons. If you do not have your own cover, tent canopies can be rented through the Festival office for \$150.00 per tent. This price includes set-up, the three day rental, and the dismantling. Our rental tent canopies are only made for a 10X10 space, so if you have a 10X20 space, you will have to rent two tent canopies. It is also highly recommended to have some type of weights to hold the tent down, in case of high winds, which we have experienced on the streets.
7. In order to maintain the authenticity and the spirit of the West Virginia Italian Heritage Festival: All vendors are to have Italian themed products available (food, clothing, crafts, etc.) and are required to decorate their spaces with an Italian theme. (To add to the Italian décor you can use Italian flags, colors of green/white/red, also your staff could wear Italian colored or themed clothing, etc.)
9. You are only permitted to sell items listed and approved on your vendor application. **NO EXCEPTIONS!**
10. All vendors are to keep their area clean and free of debris daily. You are also required to clean up your area when you leave. Leaving inadequate bags or boxes of garbage will not be tolerated. ****NOTE-Cover cooking surfaces after hours, as street cleaners use high-powered blowers to move trash, and sometimes there is residual dust from this.**
11. **SECURITY:** There will be security present AT ALL TIMES on Festival grounds, including after hours and through the night. However, the Festival and the City of Clarksburg cannot be held responsible for items lost or stolen from Festival grounds. Secure your belongings.
12. If a vendor has faulty equipment, the repair or replacement of that equipment is the responsibility of the vendor. ****NOTE-Certificate of Liability Insurance is required with registration.**
13. NO VEHICLES are permitted on Festival grounds or in vendor spaces during Festival hours. Vehicles must be removed prior to 9:00 a.m.
14. All vendor spaces are provided with standard overhead lighting. Additional electric is available upon request and must be specified on your vendor application.
15. All vendors must abide by and adhere to the **safety requirements** of the Clarksburg Fire Chief, as follows:
 - Tents and canopies must be made of, or treated with, flame-retardant materials as per NFPA standards.
 - Banners and decorations must be made of, or treated with, flame-retardant materials as per NFPA standards.
 - ALL electric and extension cords must be approved for wet locations, properly grounded, provided with GFCI and rated for their intended use. They must also be secured so they cannot be tripped over or pulled from their sockets. Only approved plug connections. Also all light fixtures and other heat generating devices must be kept clear of flammable/combustible material.
 - All vendors should have a first-aid kit on hand. In case of fire or any other emergency, call 911 immediately.
 - Fire extinguishers must be approved and properly rated and located inside of each tent or trailer. A #5 ABC extinguisher is the minimum requirement.
 - All propane or other gas cylinders and/or tanks must be properly secured to a stable object, with a chain or cable, so as not to be tipped or knocked over. Also, all cooking pots and grease vats must have the covers readily accessible.

PRIOR TO NOON ON FRIDAY, FIRE PERSONNEL WILL INSPECT THE FESTIVAL GROUNDS FOR SAFETY, ANY CONDITIONS DEEMED UNSAFE WILL REQUIRE CORRECTION BEFORE THE VENDOR IS ALLOWED TO OPEN.