



TROY STRAWBERRY FESTIVAL ARTS & CRAFTS RULES AND REGULATIONS

1. APPLICATION

1. Applications are available online only on the Festival website:
www.troystrawberryfest.com
2. Submission of an application does not imply or guarantee acceptance as a vendor.
3. All applications fields must be completed, in the event that a field is not relevant, you must enter "N/A" in the field.
4. Incomplete applications are subject to rejection without notice.
5. Completed applications must be accompanied by the following items:
 - i. Photos or video of products that you wish to sell
 - ii. Photos or video of product being made (all items must be HANDMADE)
 - iii. Photos or video of your booth set up

(These items should be uploaded with the application, or they can be uploaded to the Festival Dropbox account -

<https://www.dropbox.com/request/pHhHNATzsmzL2G1UGIbw>

File names should include your business name or last name on the application.

The final deadline for applications is due by March 1.

2. APPLICATION REVIEW AND ACCEPTANCE

1. Applications are reviewed and approved by the Festival Arts and Crafts Committee.
2. Every effort is made to accommodate all applicants, the committee has the right to limit the number of vendors selling the same or similar products.

3. The committee tries to place returning vendors in the space they have been historically, however the committee reserves the right to place vendors based on layout, geographical changes to the landscape, previous lines, etc.

The decision of the Arts and Crafts committee is final. The committee reserves the right to reject an application for any reason.

3. BOOTH SPACE

Booth space is 12'x12' or 12'x24'

1. Subletting of booth space is prohibited. Only the approved vendor may occupy and use the assigned space.
2. All participant items including but not limited to products, equipment, supplies, signage, and staff MUST stay within the participant's assigned booth. Any items left on sidewalks, streets, or outside the assigned space is subject to immediate removal.
3. Participants must ensure that the flow of crowd traffic is not disrupted in any way.
4. Participants are prohibited from playing "loud music" or noises that may be disrupted to attendees or neighboring vendors.
5. Participants may not "hawk" from inside or outside their booth. (To hawk is to sell or attempt to sell something, especially to do so in a loud and intrusive manner)
6. Alcoholic Beverages – the sale of alcoholic beverages is strictly prohibited by festival vendors.
7. Carnival rides, any animals, flea market booths and similar displays/activities are prohibited.

4. SPACE/BOOTH FEES

NO fees are collected with the application.

Vendors that are selected to participate in the festival will receive an invoice from the Troy Chamber of Commerce with acceptance notification. Fees will be due thirty (30) days after notification.

Booth Size	Apply by February 15	Apply February 16 or later
12'x12' space	\$350	\$450
12'x24' space	\$550	\$650

5. TENTS

1. Tents must be held down with weight equal to **forty (40) pounds per leg**.
2. ALL tents on the festival site must be fire retardant and have the appropriate fireproof label attached to the tent.

Tent rental is available through the festival and its contracted vendor. Tent rental includes rental of a fire-retardant tent, installation, and removal of the tent(s). The festival will order and place your requested tent.

Tent Rental fees:

One (1) 12'x12' tent = \$220

One (1) 12'x24' tent = \$350

Tent rental fees are in addition to booth space rental fees.

6. FESTIVAL HOURS AND OPERATIONS

The Strawberry Festival is always the first Saturday/Sunday in June. The festival includes music/entertainment on three stages. Vendors are in the downtown area and on the Great Miami River Levee.

The festival has a hometown celebration on Friday night called Strawberry Jam. Strawberry Jam includes music on Prouty Plaza (downtown) and the downtown merchants are encouraged to be open late.

Strawberry Jam – Friday, May 31 *(optional for festival vendors)*

5:00 – 9:00 PM

Music on Prouty Plaza (downtown)

Strawberry Festival – June 1 & 2

Saturday, June 1

10:00 AM – 9:00 PM

Sunday, June 2

10:00 AM – 6:00 PM

Vendors must be open during all hours of the festival.

The Strawberry Festival reserves the right to require a vendor to immediately leave the festival site with cause, including but not limited to:

- Misrepresenting the content or intent of the booth and its products
- Selling merchandise that isn't licensed (i.e. – images that are trademarked such as Disney characters, College & Professional sports team logos)
- Failing to abide by the published rules and regulations
- Failing to follow the direction of any entity with jurisdiction over the festival site, including but not limited to the City of Troy (i.e. Fire Department, Police Department, Electricians, Facilities departments) and Miami County (i.e. Health Department)

RESTOCKING DURING EVENT

Vehicles of any type will be prohibited from entering or parking within the festival grounds outside of the designated set up and tear down hours.

It is recommended that vendors bring carts and/or wagons to use for “walk-in” restocking.

7. SITE

The festival takes place in downtown Troy and along the Great Miami River levee.

The festival site is an active downtown City Street and/or river levee. The site is controlled by the City of Troy. As custodians of the site, it is our duty to maintain the integrity of the streets and the levee to the fullest extent possible.

The Troy Police Department maintains jurisdiction over ALL traffic accessing the public roads, parking sites and the levee at ALL TIMES. Please follow the direction of the Police at all times.

8. SECURITY

The festival provides overnight security. These services are provided “As-Is”.

Vendors are responsible for the security of their products and services. Products may be left in your booth overnight AT YOUR OWN RISK.

Vendors should have visible signage so patrons, festival volunteers and security can identify your booth. In addition, you will be given a booth # and a page protect – please hang your assigned booth number on your tent/booth to assist with quicker recognition in case of an emergency.

9. SET UP / TEAR DOWN

Set up will occur on Friday, May 31 unless other arrangements have been approved by the Arts and Craft Chairperson.

- Vehicles must be off the street by 3 PM.
- Specific details regarding set up will be emailed to vendors.
- To minimize congestion, the festival will limit the number of vehicles on the festival site. Vendors should always follow the direction of the festival volunteers.
- Vendors are asked to unload quickly and move their vehicle from the site before beginning both set up.

Tear down will occur on Sunday, June 2 at the direction of the festival volunteers and City of Troy police department. Tear down will NOT occur until the site is clear from patrons and deemed safe.

10. TRASH / RECYCLING

- The Strawberry Festival provides trash and cardboard recycling containers.
- Vendors are responsible for gathering and placing trash in the DESIGNATED TRASH AREA(S).
- Vendors MAY NOT place any trash in facilities designated for local businesses or residents.
- **All boxes must be broken down** and placed in the recycling dumpsters.

11. INSURANCE

All Vendors are required to maintain insurance at their own expense for the duration of the event: **Commercial General Liability (CGL) insurance to participate in the Troy Strawberry Festival.** Vendors must provide proof of insurance by May 1.

CURRENT INSURANCE

- Such coverage shall be at least as broad as: Commercial General Liability (CGL): ISO Form CG 00 01 covering CGL on an "occurrence basis", including products-

completed operations, personal and advertising injury, with limits no less than \$1 million per occurrence.

- If a general aggregate limit applies, it shall be no less than \$2 million applying separately to this event.

ADDITIONAL INSURED / REQUIRED LANGUAGE

The Troy Area Chamber of Commerce and the City of Troy must be added to your policy as Additional Insureds.

The following disclosure MUST BE INCLUDED ON THE INSURANCE CERTIFICATE to evidence compliance with this requirement.

The Additional Insured language cannot be amended, shortened, or changed. Insurance certificates that do not include this language, as provided, will be rejected and the vendor will not be permitted to participate until the certificate is corrected.

Required Additional Insured Language:

“The following are Additional Insureds on the CGL coverage: Troy Area Chamber of Commerce and the City of Troy, Ohio, its officials, employees, and agents. Coverage shall be primary to the Additional Insured and not contributing with other insurance or similar protection available to the Additional Insured whether other available coverage be primary, contributing or excess.

Please note: Your standard homeowner’s coverage will NOT provide a vendor with the required coverage. Your insurance must be Commercial General Liability Insurance (CGL).

12. INSPECTIONS

FIRE DEPARTMENT

The Troy Fire Department will visually inspect booths prior to operation.

Vendors are required to have a fire extinguisher on site at their booth. Additional information will be provided once vendors are accepted.

HEALTH DEPARTMENT

Vendors offering pre-packaged food products are subject to the rules associated with selling food products and may be required to complete the Health Permit provided by the Miami County Health Department. The Health Department will inspect the booth PRIOR to the sale of food at the festival. Failure to obtain a permit and/or pass the inspection will prevent the sale of food products.

For specific questions about food permits, contact the Miami County Health Department at 937-573-3500