



TROY STRAWBERRY FESTIVAL VENDOR RULES & REGULATIONS

Section 1: APPLICATION PROCESS

1. APPLICATION

- a. Applications are available online only on the festival website:
www.troystrawberryfest.com
- b. Submission of an application does not imply or guarantee acceptance as a vendor.
- c. All application fields must be completed, if a field is not relevant, you must enter "N/A" in the field.
- d. Incomplete applications are subject to rejection without notice.
- e. No refunds will be permitted after April 1st
- f. After being accepted the Troy Strawberry Festival office will send you an invoice via email. Do not submit payment before you receive your invoice. You will then have 30 days to submit payment. Payments received after 30 days will require a \$50 late fee and may result in forfeiture of the booth space for this festival and future festivals.
- g. Completed applications **must** be accompanied by the following items:
 - i. All Vendors
 1. Photos or video of your booth set up at a show
 - ii. Arts & Craft Vendors
 1. Photos or video of products that you wish to sell
 2. Photos or videos of products being made (all items must be HANDMADE)
 - iii. Food Vendors
 1. Food trucks/trailers - information on the side that you vend from, length of trailer/truck including hitch
 2. Proof of profit-sharing agreement with non-profit (only for commercial vendors)

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

The final deadline for applications is due by March 1st.

2. APPLICATION REVIEW AND ACCEPTANCE

- a. Applications are reviewed and approved by the Troy Strawberry Festival Committee.
- b. The committee has the right to limit the number of vendors selling the same or similar products.
- c. 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.

3. APPLICATION CRITERIA

- a. Number of years the non-profit has participated in the festival
- b. Type of strawberry food item (as strawberry food item is MANDATORY)
- c. Electrical needs
- d. Food items being sold (TSF may limit the number of same/similar items)
- e. Favorable profit-sharing agreement with non-profit (non-profit receives a minimum of 25% of NET profits)
- f. Date application is received

The decision of the Troy Strawberry Festival committee is final.

The committee reserves the right to reject an application for any reason.

Please ensure our email address: strawberryfest@troyohiochamber.com does not go to your spam.

Section 2: SITE RULES

1. SITE

- a. The festival takes place in downtown Troy and along the Great Miami River levee.
- b. 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.
- c. The City of Troy, and Troy Police Department maintain jurisdiction over ALL traffic accessing the public roads, parking sites and the levee at ALL TIMES. Please follow the directions of the Troy Police or City Representative.

2. OVERNIGHT LODGING

- a. Staying overnight on the street or levee in front of your space is prohibited. Please unload your products as quickly as possible and move your vehicle to the designated parking area.

3. FESTIVAL HOURS AND OPERATIONS

The Strawberry Festival is always the first full weekend (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 until the end of the Strawberry Jam.

Strawberry Jam – Friday, June 6 *(optional for festival vendors)*

5:00 – 9:00 PM

Music on Prouty Plaza (downtown)

Strawberry Festival – June 7 & 8

Saturday, June 7, 10:00 AM – 9:00 PM

Sunday, June 8, 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:

- a. Misrepresenting the content or intent of the booth and its products

- b. Failing to abide by the published rules and regulations
- c. 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)

4. RESTOCKING DURING EVENT

- a. Vehicles of any type are prohibited from entering or parking within the festival grounds outside of the designated set up and tear down hours.
- b. This includes any transportation that is not manually operated
- c. It is highly recommended that vendors bring carts and/or wagons to use for manual restocking.
- d. **NO** vehicles, golf carts, or other motorized (gas/electric) carts, or wagons are permitted on the site outside of set up/tear down.

5. SECURITY

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

- a. **Vendors are responsible for the security of their products and services. Products may be left in your booth overnight AT YOUR OWN RISK.**
- b. Vendors should have visible signage so patrons, festival volunteers and security can identify your booth.
- c. In addition, you will be given a booth # and a page protect – you are required to hang your assigned booth number on your tent/booth to assist with quicker recognition in case of an emergency.

6. ELECTRICAL REQUIREMENTS

The Troy Strawberry Festival performs ONLY the best practice methods. The VENDOR is responsible for providing correct information and all adapters/hooks needed.

Electricity is ONLY provided to Food vendors due to limited availability.

Food Vendor Electrical information

- a. **Types:**
 - 20AMP/120 Volt Circuit (maximum of 4)
 - 30AMP/240 Volt Circuit (limited to 1)
 - 50 AMP/240 Volt Circuit (limited to 1)

b. Rules/Information:

- i. You'll need a 100ft 12-gauge extension cord per 20 AMP
- ii. Power strips/splitters are not allowed
- iii. Extension cords must be grounded
- iv. Household (indoor rated) extension cords and any type of multi - tap extension cords are not allowed
- v. 20AMP outlets are standard three-pronged receptables
- vi. 30AMP and 50AMP outlets are twist locks.

Arts and Crafts Electrical information

There is no electricity available for Arts and Crafts vendors, unless previously discussed with the festival office.

7. TRASH / RECYCLING

The Strawberry Festival provides trash and cardboard recycling containers.

- a. Vendors are responsible for gathering and placing trash in the DESIGNATED TRASH AREA(S).
- b. Vendors MAY NOT place any trash in facilities designated for local businesses or residents.
- c. **All boxes must be broken down** and placed in the recycling dumpsters.
 - i. Failure to comply will result in a **\$50 fee per box**.

8. ANIMALS

- a. No animals are allowed in booths or areas around booths unless allowed by Federal Law.

9. BOOTH SPACES

a. Subletting

- i. Subletting is prohibited. Only the approved vendor may occupy and use the assigned space.

b. Space Requirements/Considerations

- i. 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. **Any items left once the event is over**

are subject to forfeiture, immediate removal, and disposal by the Troy Area Chamber of Commerce or the City of Troy.

- ii. Participants are prohibited from playing “loud music” or noises that may be disrupted to attendees or neighboring vendors.
- iii. 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)*
- iv. Non-profits may only have one (up to a 12’x36’) designated booth space.
- v. Commercial vendors are limited to partnering with one (1) Miami County non-profit.

c. Line Control

- i. Participants must ensure that the flow of crowd traffic is not disrupted in any way.
- ii. You must provide your own stanchions and have them immediately available for use in the event of overcrowded lines.

d. Prohibited Item/Sales

- i. Alcoholic Beverages – the sale of alcoholic beverages is strictly prohibited by festival vendors.
- ii. Carnival rides, any animals, flea market booths and similar displays/activities are prohibited.
- iii. Games of chance

10. BOOTH SIZE & FEES

a. Booth Size

- Single Space = 12’x12’
- Double Space = 12’x24’
- Triple Space (Food Vendors ONLY) = 12’x36’

Note a 12’x36’ booth space is the maximum space allowed for food vendors and includes all the space allowed for vending and cooking)

b. Booth Space Rental Fees

i.

Booth Size	Arts & Crafts before 1/10/25	Arts & Crafts after 1/11/25	Food Vendors before 1/10/25	Food Vendors after 1/11/25
12'x12' space	\$350	\$450	\$165	\$265
12'x24' space	\$550	\$650	\$265	\$365
12'x36' space	N/A	N/A	\$425	\$525

11. TENT REQUIREMENTS

- a. **Providing Your Own Tent** - If you choose to provide your own tent it must include the following:
- i. Fire-retardant material
 - ii. No larger than 12x12 or 12x24 depending on space rented
 - iii. All tents must be securely anchored with 40 lbs. weight on each leg.
- b. **Tent Rental**
- i. 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).
 - ii. The festival will order and place your requested tent.

Tent Rental Fees

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

- One (1) 12'x12' tent = \$230
- One (1) 12'x24' tent = \$360

12. VEHICLES & PARKING ON SITE

- a. One (1) parking pass will be provided for each vendor. This pass will allow you to access a space in the parking area designated to you.
- b. Commercial Vendors are prohibited from parking trailers, trucks, etc. on side streets.
- c. **Vehicles are only permitted on site during designated set up and tear down hours. Please follow the directions of the Festival Volunteers, Chamber of Commerce, City of Troy, and Troy Police Department.**
- d. Vehicles may not be permitted on the levee due to weather.

13. 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 April 30.

CURRENT INSURANCE

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

ADDITIONAL INSUREDS / 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:

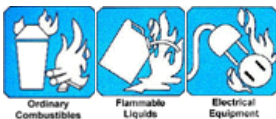
“The following are Additional Insureds on the CGL coverage: Troy Area Chamber of Commerce and the City of Troy, Ohio, its officials, employees, and agents. Coverage shall be primary to the Additional Insured and not contributing with other insurance or similar protection available to the Additional Insured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

14. INSPECTIONS

a. Fire Department

- i. While all codes in the Ohio Fire Code should be followed, the ones listed below for tents and mobile food units will be mandatory before opening up at the festival.
 1. **Tents:**
 - a. No devices emitting flame, fire, or heat or any flammable or combustible liquids, gas, charcoal, or other cooking devices under tents.
 - b. NO COOKING under tents
 2. **Mobile Food Units:**
 - a. Must have a 5-pound ABC portable fire extinguisher
 - b. A class K fire extinguisher if deep frying and/or cooking with oils and fats
 - c. An accessible Emergency shut off control of a Quarter-turn manual gas ball valve
 - d. No Smoking signs posted inside and outside
 - e. Carbon Monoxide detector
- ii. The Troy Fire Department will visually inspect booths prior to operation.
- iii. **ALL Vendors are required to have a fire extinguisher** on site at their booth.
- iv. All **FOOD VENDORS** are required to have an ABC fire extinguisher at their booth. An ABC fire extinguisher is effective in fighting fires in ordinary combustibles, such as wood and paper, fires involving flammable liquids, such as grease, gasoline, oil, etc., and is suitable for use on electrically energized fires. An ABC fire extinguisher is marked with the following symbols:



- v. Fire extinguishers may be rented. Additional information will be available prior to the festival.

b. Health Department

- i. All groups must obtain a temporary health permit for the sale of food. Permits are available from the Miami County Health Department.
- ii. Health Department Food Safety - <https://www.miamicountyhealth.net/food-safety>
- iii. 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, and must subsequently pass a booth health inspection, PRIOR to the sale of food at the festival. Failure to obtain the permit and/or to pass the inspection will prevent the sale of food products.
- iv. All food is to be covered from the elements unless it is actively being cooked.
- v. For specific questions about food permits, contact the Miami County Health Department at 937-573-3500

c. FESTIVAL COMMITTEE

- i. The festival committee has the right to inspect vendor booths to ensure that the information provided during the application process is being adhered to and to ensure that the booth is free from potential risks.

Section 3: FOOD VENDOR RULES

1. FOOD & BEVERAGE PRODUCTS

- a. Each booth will be limited to 5 food or drink items. One item **MUST** be a **strawberry** item.
- b. **PEPSI** products - The Strawberry Festival is under a sponsorship agreement that requires all vendors to sell Pepsi products (20 oz bottles) purchased through the festival. Any organization not adhering to this policy will be removed from participating at the festival and will **NOT** receive a refund on their application fees.

2. REFRIGERATION TRAILERS

- a. Refrigeration trailers are provided by the Strawberry Festival Committee during designated hours. Any group which needs access to the trailers will be required to obtain an ID badge. Badges will be available at the on-site mandatory meeting.

3. **FOOD VENDOR SIGNAGE**

- a. Booths **MUST** include the proper, **VISIBLE** signage representing their respective Non-profit.
- b. **SIGNAGE** for **NON-PROFIT** SHOULD BE **LARGER THAN THAT OF A COMMERCIAL VENDOR**. It **MUST** be clear to patrons who commercial vendors are partnered with.
- c. No signage may protrude from the booth at any angle and must remain flush against your tent or trailer.
- d. Signs may not be placed in the “public right of way” or impede the flow of walking traffic.

4. **PROFIT SHARING**

- a. All vendors shall pay 15% of **NET** profits to the Troy Strawberry Festival c/o Troy Chamber of Commerce. Funds paid to the festival help to cover expenses associated with the festival such as security, restrooms, shuttles, signage, trash removal and other logistical needs.

5. **COMMUNICATION & MANDATORY MEETINGS**

- a. **Email Communication** – The festival committee communicates by email. The festival will do its best to communicate with both the non-profit representatives and the commercial vendors.
 - i. Non-profits are **REQUIRED** to communicate all rules and regulations with their commercial vendor.
- b. **Mandatory Meetings** - A representative from the Non-Profit or Commercial Vendor **MUST** attend all meetings.
- c. **On-site Meeting – Thursday, June 4th**
 - i. The mandatory on-site meeting will be on Thursday, June 4th at 5:30pm. The purpose of the meeting will be to go over last-minute details, hand out parking passes, rent fire extinguishers and answer additional questions.
 - ii. Location: The Troy Rec 11 N Market St. Troy, OH. 45373

6. **AUDIT**

- a. The Strawberry Festival will randomly audit ten (10) booths each year. Booths will be required to provide proof of expenses and revenue in addition to the Profit Sharing (15%) Tabulation.

Section 4: SET UP/LOAD IN & OUT PROCEDURES

Set up is on the following days:

- Wednesday, June 4 - trailers/food trucks on the levee ONLY
- Thursday, June 5 - food vendors on the levee and downtown, following the mandatory meeting.
- Friday, June 6 – site opens at 7:30 am, all vehicles must be off site by 3:00 pm

1. GENERAL GUIDELINES FOR ALL VENDORS

- a. Specific details regarding set up will be emailed to vendors.
- b. 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.
- c. Vendors are asked to unload quickly and move their vehicle from the site before beginning both set up.

2. FOOD VENDORS

- a. Trailers / Food Trucks assigned to the levee portion of the festival:
 - i. The set up is tentatively set for Wednesday, June 4 before tents are placed. Additional information will be sent prior to the festival.
- b. Trailers / Food Trucks assigned to the downtown portion of the festival:
 - i. Set up will be on Thursday, June 5 after 6 pm. Set up typically follows the mandatory meeting set for 5:30 pm that evening. Additional information will be sent prior to the festival.
- c. Set up for those with tents and those completing set up on Friday will follow the following schedule:
 - i. Set up on sight will begin on Friday, June 6 at 7:30 AM
- d. The Food Vendor Committee will notify vendors when refrigeration trailers are at temperature and available to store food on Friday, June 6th

3. ARTS AND CRAFTS SET UP

- a. Set up will occur on Friday, June 6, prior to 3pm unless other arrangements have been approved by the Arts and Craft Chairperson.

4. LOAD OUT/TEAR DOWN

- a. Load out will occur on Sunday, June 8 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.

