



# Funfest 2017

## Street Fair Application

### For Saturday & Sunday, Sept 9 & 10

<b>Commercial Vendor</b> Professional licensed vendor of food, games or other merchandise.	<b>Per space fee at 15' wide x 10' deep</b>	<b>\$300 for 2 days</b> <b>\$100 per additional booth space</b>
<b>Nonprofit Organization</b> Any church, school, club or civic organization manning and operating their own booth to gather funds for charitable reasons and not for personal use.	<b>Per space fee at 15' wide x 10' deep</b>	<b>\$50 for 2 days</b> <b>\$25 per additional booth space</b>
<b>ALL BOOTH FEES ARE DUE BY AUGUST 1. LATE FEES WILL APPLY AFTER THAT DATE. SEE APPLICATION FOR DETAILS</b>		

**APPLICATION:** The application following must be completed in full or it will be rejected. Applications must be signed by the vendor. You must give an exact list of all of the items to be sold. Funfest reserves the right to restrict certain food items in order to avoid duplications. Members of the Booth Committee will inspect booths upon set-up to see that menus coincide with those submitted. Funfest reserves the right to restrict sales of items not listed on the participants' application.

**LAYOUT OF VENDOR AREA – Please Read!**

The Hazleton Downtown Corridor Project is now COMPLETE.

- **ALL VENDORS will be placed on the STREET, lined up along the curb. SIDEWALKS WILL NOT BE USED AT ALL, and access to sidewalks will be restricted. Vendors with trailers, should be bring materials to level your trailers in case roadway is uneven.**
- **All Vendors are limited to a DEPTH of TEN (10) FEET.**
- **All storage items, etc. must remain WITHIN your booth space. Sidewalks cannot be used for storage. Nothing is to be placed on sidewalks except power cables from generators if necessary.**

**BOOTH/TRAILER SIZE:** All Booth spaces are **15' wide by 10' deep**. All Funfest Vendors, whether Commercial or Nonprofit, are subject to a PER BOOTH fee, and must specify the exact overall size of your booth/trailer on the application, and that size must include trailer tongue. Commercial booths which exceed 15' may purchase additional space at \$100 per space. Funfest reserves the right to either relocate or remove booths or trailers which exceed the space reserved for them. Booths, tables and stands must be provided by the vendors. Vendors are also required to provide a description of your set-up (trailer, tent, booth, etc.) to help in mapping the event.

**ELECTRICITY:** All booths are encouraged to be self sustaining. We strongly recommend the use of sterno, gas, or a quiet and nonpolluting generator. If you cannot operate without an outside electrical source, Funfest will attempt to provide it for you at a cost of **\$40 per space**. (This fee will be charged per 15' spot, so if you reserved 2 spots, your electrical fee will be \$80 for the Weekend). Vendors utilizing Funfest electricity will be placed at a location most easily accessible to Funfest electrical sources.

**NONPROFITS/COMMERCIAL PARTNERSHIPS:** Funfest encourages all charities and nonprofit organizations to operate their own booth in either the Street Fair or the Craft Show to benefit their organization. In some instances, nonprofits have partnered with commercial vendors to operate on their behalf. In this case, it is up to the nonprofit and vendor to determine the percentage of proceeds to be paid to the nonprofit. Regardless of that arrangement, commercial vendors are still required to pay the full vendor fee to Funfest. Nonprofits should be identified on the application, as well as on signage at their booth during Funfest Weekend.

**HOURS OF OPERATION:** Two-Day Vendors are permitted to set up SET UP FRIDAY NIGHT IF DESIRED. Most spaces will be available for set-up after 6:00 p.m. Vendors may complete their set-up beginning Saturday morning at 7:00 a.m., however all vehicles, including trailers, storage units, or delivery vehicles, **MUST** be off Broad Street by 8:30 a.m. The Car Show set up begins at 9:00 a.m., and cars must be able to get through to their assigned spaces in the center of the street. Nonprofits who are setting up for Sunday only: Set-up may begin at 7:00 AM. All vehicles must be removed, and all booths should be open for business by 12 PM. **Please note: Funfest's operating hours have changed. They are now: Saturday 12:00 PM to 7:00 PM and Sunday: 12 PM to 6:00 p.m.** All vendors are **REQUIRED** to remain open until closing. No early tear-down is allowed. Vendors can begin dismantling their booths at 6:30 PM Sunday, however, **vehicles will not be allowed on Broad Street until 7:00 PM**, when all pedestrians have been cleared of the festival area.

## FUNFEST STREET FAIR – Vendor Rules - Continued

**LOCATION:** All booth spaces will be located on Broad Street in Downtown Hazleton, between Church and Pine Streets. Vendors will be assigned spaces as applications are received. Locations will be determined based on availability. Funfest reserves the right to put booths wherever they determine them to be of best benefit to the vendor and to Funfest. The decisions of the Booth Committee regarding locations will be based on non-duplication of products. Funfest Committee members will be available to direct you to your location. Funfest will review the locations for all vendors for both days, and will provide visual descriptions of the layout changes.

**SIDEWALK/STREET PROTECTION:** All vendors distributing food products, and especially those working with grease, must have sidewalk/street protection to include but not be limited to plastic covering and cardboard on sidewalks, booth sides, top and back. Although all vendors will be located on the street, backed up against the curb, sidewalks directly behind booths must still be covered as described above. The primary purpose of this precaution is to protect city streets, sidewalks, and building fronts from excessive dirt, grease, and debris. Vendors will be responsible for the cleanliness of the booth area. Funfest reserves the right to shut down any booth not complying. And the operators of any booth where sidewalks or streets are stained will be billed for cleaning. Please do not block doorways with booth, supplies, etc.

**ACCESSIBILITY/MENU SIGNS:** In accordance with A.D.A. laws, all booths must be accessible to all patrons. Funfest Committee members will inspect booths before opening to assure that this is the case. Curb cuts at street corners are NOT to be blocked by booths and/or supplies. ADA also requires that all booths **display menus OUTSIDE their booths**, so that they can be seen by everyone. Signs should include products for sale and prices. Lettering must be at least 3" high in a dark color (blue or black) on white background. Lettering should NOT be all caps, and should not be hand lettered or use broken lettering, such as in most stencil kits. Additional information regarding ADA is available upon request from Funfest. Vendors who do not follow these ADA standards will be given a warning by the Funfest Committee, and continued infractions will result in your booth not being invited to return to future Funfest events.

**SANITATION:** All vendors offering food products must provide adequate garbage disposal containers, and will be responsible for the emptying of said containers. A dumpster will be available at Laurel and Mine Sts. for emptying trash cans. It is unlawful to dispose of grease, dirt or other solid debris in the city sewer system. It is the responsibility of each vendor to thoroughly clean his designated booth area following the Funfest celebration. **DO NOT DISPOSE OF GREASE IN CITY SEWERS. Used grease may be stored in metal containers and left at the curb Sunday night for disposal.**

**FIRE EXTINGUISHERS:** All booths using electricity, generators, or any other type of heating device must have a fully charged ABC fire extinguisher at close hand within their booth/trailer. This rule will be strictly enforced by the Hazleton Fire Department, and affected booths will not be allowed to operate until the requirement has been met.

**INSURANCE:** All vendors doing business at Funfest, whether non-profit, commercial, contractor or agent, and regardless of the type of activity in which they are involved, are strongly encouraged to have liability insurance coverage. The following are required by Funfest to show proof of insurance: (A) Vendors whose activities pose risks greater than normal (i.e. rides, demonstrations, etc.), (B) Commercial vendors which are professional in nature, use electricity, and/or use any type of combustible material for any purpose such as the heating and/or preparing of food. Certificates of Insurance must be received by Funfest no later than August 15. Those not falling into the above categories are not required to provide proof of insurance, however, an authorized officer of each organization must sign the official Funfest Insurance Waiver (now part of the Release Form on reverse of Application).

**HEALTH CONCERNS:** This responsibility has been handed over to the Pennsylvania Department of Agriculture. You may visit the department's website at [www.agriculture.state.pa.us](http://www.agriculture.state.pa.us) here you will find all applicable guidelines for licensing, publications, forms and contact information. Additionally, you may contact Region 3 Bureau of Food Safety and Laboratory Services by writing to PDA, Bureau of food safety RT 92 South, PO Box Tunkhannock PA 18657 or calling 570-836-2181 Mr. John Rupert, Food Safety Supervisor. We will no longer be able to provide a license to these operations unless they obtain all necessary approvals from the PDA.

**RESTRICTIONS:** The following are strictly prohibited: 1. Sale or consumption of alcoholic beverages; 2. Games of chance which offer cash prizes; 3. Sale of any item which may be considered offensive; 4. Sales outside of booth area; 5. The use of loudspeakers, bull horns, speakers or any other means of amplification; 6. The placement of free standing signs on sidewalks or streets near booths; 7. The distribution of glass bottles to the public (bottled drinks must be poured into plastic cups for distribution); 8. Toy weapons (guns/knives, etc.)-including rubber band guns, and anything else that launches a projectile-will not be permitted.

**WEATHER:** **FUNFEST IS A RAIN OR SHINE EVENT. THERE IS NO RAIN DATE. PLEASE COME PREPARED.**

**QUESTIONS:** Call Funfest Headquarters at (570) 455-1509 or e-mail [funfest@hazletonchamber.org](mailto:funfest@hazletonchamber.org).

**IMPORTANT:** FUNFEST RESERVES THE RIGHT TO CLOSE ANY BOOTH, OR TO RESTRICT PARTICIPATION IN FUTURE FUNFEST EVENTS FOR NONCOMPLIANCE OF ANY OF THE ABOVE POLICIES. BY SIGNING THE ATTACHED RELEASE, SPONSORING ORGANIZATIONS TAKE FULL RESPONSIBILITY OF KNOWING, UNDERSTANDING, AND ABIDING BY THE RULES SET FORTH HEREIN, AND FOR RELAYING SAID INFORMATION TO ANY VENDORS, WORKERS, ETC. WHO MAY BE INVOLVED WITH THE EVENT. *Retain this page for your records*