



2021 Piqua 4th Fest

Vendor Booth Rules and Regulations

Vendor Selection

Vendor Selection will be at the City of Piqua's discretion. Piqua will consider, among other factors, event theme/audience, product quality/suitability/appearance, and previous vendor participation at the Piqua 4th Fest.

Payment

The City of Piqua recognizes that 2020 was a hard year on everyone. All fees will be waived for the 2021 Piqua 4th Fest. Vendors who paid for the 2020 event will be automatically approved and considered paid in full for the 2022 event.

Booth Space

Artisan/Commercial/Non-Profit Vendor – Each vendor booth space is 10x10 or 10x20; Tents are available through the City of Piqua with limited availability. Power will be offered on a limited basis. Vendor is prohibited from performing any business activity outside of their space. Vendor is prohibited from using items that will in any way damage tables, chairs, or tents provided by the City of Piqua. Vendors may bring their own tent/covering and additional furnishings, so long as all items fit within the designated booth space.

Food Vendor – Each vendor booth space is dependent on the size of truck or tent/covering. Vendor is prohibited from performing any business activity outside of their designated space. Vendors may bring additional furnishings, so long as all items fit within their designated booth space. Booth space includes land only and the vendor is responsible for all necessary equipment including electricity and water. Vendors must provide their own tent/covering.

Booth Locations

Booth locations will be assigned prior to the event to best benefit the event and all its participants, as determined by the Piqua 4th Fest Committee. The City of Piqua reserves the right to make changes deemed necessary including but not limited to booth assignments.

Cancellations

All cancellations must be made in writing no less than 15 calendar days prior to the event. The City of Piqua reserves the right to cancel any vendor at any time. Vendors may not be asked and/or permitted back if the

vendor has violated the terms and conditions of the *Vendor Booth Rules and Regulations*.

Booth Set-up/Teardown operations

Vendors will be allowed to set-up and teardown during designated times only determined by the Special Events Coordinator prior to the event. Set-up must be completed and ready for inspections, if applicable, one hour prior to the start of the event. Teardown may not begin until the designated time and event staff determine it is safe to begin load out approximately; 30 minutes after event end time. Vendors must remain open and operate during specified event hours. Vendors who teardown prior to the close of the event may be excluded from participating in future events. Personnel or equipment are not provided to assist vendors in unloading or loading merchandise or displays; vendors are advised to bring a dolly. Vendor is solely responsible for food waste, trash and clean-up of its booth space and surrounding area.

Activities

Vendor activities will be conducted in a clean, orderly, and legitimate manner, and in accordance with the ordinances, laws, rules, regulations, standards and policies of the City of Piqua and any other governmental authority. Waste should be disposed of in the appropriate receptacles and not on the ground. Vendor is solely responsible for food waste, trash and clean-up of its booth space and surrounding area.

Electricity

Artisan/Commercial/Non-Profit Vendor – A limited number of booths with electrical access are available and will be assigned on a first come, first serve basis. No generators will be permitted.

Food Vendor – Vendors are responsible for providing their own electricity; all generators must be quiet and in good working order.

Parking

Vendors will have exclusive access to two (2) parking lots designated by the City of Piqua. We ask that you do not take up more than two (2) parking spaces. Vehicles may not be parked next to or behind vendor's booth at any time. Vehicles parked or left unattended in non-authorized areas will be towed at the owner's expense.

Merchandise Requirements

Only items submitted on the application and approved may be sold at the event. All products must be appropriate for a family, friendly event. Merchandise exclusivity is not guaranteed; other vendors may be permitted to sell similar items. Vendor retains 100% of sales and is responsible for paying all applicable taxes and fees.

Food and Non-Alcoholic Beverage sale Requirements

Only menu items submitted on the application form and approved may be sold at the event. No alcohol sales or glass containers are permitted, unless in a designated restaurant space. Menu exclusivity is not guaranteed; other vendors may be permitted to sell similar items. Vendor retains 100% of sales and is responsible for paying all applicable taxes and fees.

All food vendors are responsible for providing the required proof of minimum insurance coverage two (2) week prior to the event. Insurance must include:

Vendor shall list the City of Piqua as an additional insured for commercial general liability and the Certificate of Insurance shall state that:

“The City of Piqua, its employees, agents, volunteers, all boards, commissions, and/or authorities and board members, including employees, agents and volunteers thereof are an additional insured and this insurance coverage shall serve as Primary to the Additional Insureds and not contributing with any other insurance or self-insurance available to the Additional Insureds for [enter name of event and date of event here].”

Each entity must provide a certificate of insurance that has at least \$1 million commercial general liability coverage per occurrence or \$2 million aggregate on ISO Form CG 00 01 12 07.

All food vendors not licensed by the state must obtain a Temporary Food Permit from the City of Piqua Health Department and submit to the Special Event Coordinator, Brittany Van Horn, no later than ten(10) days prior to the event.

Vendor Policy

Vendor products must be appropriate for citizens, (including minors), consistent with the following criteria:

- Products should not contain abusive or profane language, sexually explicit language/content, hate speech, derogatory terms or offensive content;
- Products that promotes, fosters, or perpetuates discrimination on the basis of race, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
- Products should not endorse candidates or a particular stance on current ballot measures;
- Vendor shall not conduct or encourage illegal activity;
- Information that may tend to compromise the safety or security of the public or public systems;
- Product that violates a copyright, trademark or other legal ownership interest of any other party.

For questions or concerns, please contact the Special Events Coordinator, Brittany Van Horn, at bvanhorn@piquaoh.org.