

## **2023 Italian Festival Vendor Agreement**

**Date:** Sunday, August 13<sup>th</sup> 2023

**Time:** 12 p.m. – 7 p.m.

**Location:** 900 block – 1100 block of Philadelphia Street Indiana, PA

Thank you for your interest in the 2023 Italian Festival. Please carefully read the following agreement. If you would like to participate, please print out, sign and return to:

Downtown Indiana, Inc.  
c/o Italian Festival  
1019 Philadelphia Street  
Indiana, PA 15701

2023 Fee:       \$150 (with alcohol sales)  
                  \$100 (without alcohol sales)  
                  \*\* Please make checks payable to Downtown Indiana, Inc.\*\*

### Rules/Guidelines:

1. All spaces are 10x10 in size. You MUST provide your own tent, tables, chairs and anything else you need. If you desire two spaces, you will receive a \$25 discount. This does NOT apply to two separate businesses. There is no booth sharing. One business per space only. If you wish to be placed beside a friend's spot, please indicate at the bottom of the agreement. NO REFUNDS.
2. Set up begins at 9 a.m. Tearing down will begin at 7 p.m. or when the music stops. No early tardowns, unless prior arrangements have been made with a committee member.
3. You can pull your car up to your space, unload, park and return to set up. Parking is on any side street or alley. We are working on procuring parking in empty lots that day. Please watch for updates.
4. Once finalized, the list of Vendors with their booth number will be communicated with you.
5. IF alcohol is being sold at your booth, a Downtown Indiana member/volunteer will be selling wristbands. They will not be responsible for carding and verifying ages. Your RAMP certified employee will do this before a wristband is sold to the patron.
6. Food and Alcohol vendors must have their licenses and permits displayed. PLCB will likely make an appearance.
7. ALL vendors must have proof of Insurance and Sales Tax information. Please be sure to have a copy on hand.
8. The Italian Festival organizers, sponsors, Downtown Indiana, Inc., and Borough of Indiana are not liable for any damage, theft or injury to your product, person or vehicle. Please be mindful of manning your booth and surroundings.
9. You are responsible for clean-up and removal of all trash (including cigarette butts) from your space.
10. Please attach any signs or banners to your tables or tents.
11. Please keep your items within your space to avoid damage or accidents.

12. Alcohol vendors are responsible for ensuring you do not serve visibly intoxicated patrons. Borough Police and security will be on hand should you have an issue. Italian Festival organizers and Downtown Indiana members will also be available to assist.
13. There is no electricity available. Generators are permitted.
14. Rules and guidelines are subject to change.
15. Italian Festival organizers and Downtown Indiana, Inc. reserves the right to shut down any vendor for reasons we see unfit such as but not limited to inappropriate products and/or actions.
16. Should you have any questions, please reach out via email/phone to  
Sam Kenly  
[sam.kenly@downtownindiana.org](mailto:sam.kenly@downtownindiana.org)  
724-388-9540

**DEADLINE TO REMIT PAYMENT AND SIGNED AGREEMENT IS JULY 14, 2023.**

Please print legibly.

Vendor Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Brief description of your product: \_\_\_\_\_

\_\_\_\_\_

Number of Spaces needed: \_\_\_\_\_

**By my signature, I agree to the terms of this agreement.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Notes:

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