



2008  
TROY STRAWBERRY FESTIVAL INC



**ART & CRAFT VENDORS RULES & REGULATIONS**

1. **MERCHANDISE:** Art and craft exhibitors' spaces are restricted to premium hand crafted items. Manufactured items are excluded. No flea market booths will be permitted. You will be asked to remove any manufactured items from your display. **The Levee Committee has final say on merchandise sold.**
2. **HOURS:** Hours are from 11:00 am to 9:00 pm Saturday, June 7, 2008 and 11:00 am to 6:00 pm on Sunday, June 8, 2008.
3. **COMMITMENT:** All exhibitors require a two-day commitment. Those leaving early need approval from Levee Committee or they will not be invited back in the future.
4. **CHECK IN & SET UP:** All exhibitors are required to check in at the registration tent located at the entrance of the Hobart Arena parking area, next to the festival site. It will be decorated with red balloons. Check in and set up is between 8:00 am and 7:00 pm Friday and limited check in on Saturday, June 7 from 7:00 am to 9:00 am. Booth numbers and parking passes will be given to exhibitors as they check in.
5. **VEHICLES: Absolutely no automobiles, trucks, golf carts, or other vehicles** will be permitted on the levee during Festival hours and only at other times designated by the Levee Committee. Each exhibitor is given one (1) pass, per space that you reserved on the levee for your exhibit. You can use this parking pass to park your vehicle in the reserved parking lot located at the festival site. Each parking space needs one parking pass. **If your vehicle is parked in a space without a pass it will be towed away.**
6. **FOOD & GAMES:** Art and craft exhibitors are prohibited from selling food or drinks and operating game booths. The non-profit groups of Miami County have exclusive rights pertaining to the sell of food, beverages, and operation of game booths.
7. **SECURITY:** Security is provided by the Troy Police Department from late afternoon Friday until the levee is cleared on Sunday evening.
8. **RAFFLES:** The sale of raffle tickets by any exhibitor is strictly prohibited.
9. **SUBLETTING OF SPACE:** Subletting is prohibited and there are no exceptions.
10. **SPACE LIMITATIONS:** The Levee Committee reserves the right to the limitation of spaces per exhibitor.
11. **BOOTH LOCATIONS:** Booth locations shall be determined by the Levee Committee.
12. **ELECTRICITY:** Electrical outlets are available for \$15 per outlet and may be used for the production of merchandise only. A Troy City Electrician is on staff during festival hours.
13. **DIGGING:** Digging and driving of stakes are prohibited.
14. **EXHIBITORS BOOTH RESTRICTIONS:**
  - Each exhibitor must stay within their designated area. Cashier's table or stools **are not** permitted outside of booth space.
  - Exhibitors must keep their booth neat and orderly.
  - Cardboard boxes shall not be used to display items.
  - Only those items listed on the contract may be displayed and sold.
  - Obscene and pornographic materials are prohibited.
  - All items shall be sold in the booth area only. Roving sales are prohibited.
  - Hawking of your merchandise is prohibited.
  - Informational materials are not to be "handed out" or otherwise randomly distributed. They may be made available to interested parties.
  - Exhibitors will be asked to remove or correct any hazardous situation.
  - The Levee Committee shall have the right to ask for removal of any or part of merchandise not hand crafted or any offensive material.
15. **ALCOHOLIC BEVERAGES:** The City of Troy **PROHIBITS ALCOHOLIC BEVERAGES.**
16. **PETS:** Are **strictly** prohibited from the festival site, unless assisting someone with a disability.
17. **CHANGE:** Exhibitors are required to bring start up money. A bank is located on the levee from noon to 3:00 pm Saturday and Sunday for those needing change later in the day.

18. **INSURANCE:** All exhibitors are required to carry the Troy Strawberry Festival and the City of Troy as additional insureds on their insurance policies. The following paragraph must be included on your additional insured certificate:  
 On these coverage's, the **additional insured** shall be listed as **the "Troy Strawberry Festival Inc. and the City of Troy, Ohio, and the city's elected and appointed officials, all employees and volunteers, all Board, commissions and/or authorities and board members, including employees and volunteers thereof. 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 is primary, contributing or excess."**  
 All certificates must be filled out with the above language or it will be rejected and you will be in jeopardy of losing your space. You may choose to be listed as an additional insured on the Troy Strawberry Festival's Insurance Policy for **\$50.00**.  
 Exhibitors have to provide additional insured coverage as stated in paragraph above or purchase insurance from the Troy Strawberry Festival. **There are no other options.**
19. **INDEMNIFICATION AGREEMENT:** The City of Troy required all exhibitors to sign an indemnification agreement (waiver) showing that you hold harmless the City of Troy and the Troy Strawberry Festival. The agreement detailing the insurance requirements and hold harmless form is attached.
20. **CAMPING:** Camping is available at the Miami County Fairgrounds. For reservations call the Miami County Fair Grounds at 937-335-7492.
21. **FEES:**
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| Booths are 12 X 12 | \$150.00                                  |
| Electrical outlets | \$ 15.00 (Available on a must need basis) |
| Insurance Fee      | \$ 50.00 (if necessary)                   |
22. **PAYMENT:** Full payment must accompany a signed contract. Anything less will be returned and your space will **not be reserved**.
23. **REFUNDS:** *Refunds will not be returned for any reason after May 1.*
24. **RETURNED CHECKS:** A fee of twenty (30) dollars will be assessed for each returned check. A money order or certified check in the amount of the check returned plus the \$30 fee will be required for payment.
25. **FIRE EXTINGUISHERS:** **All exhibitors must have at least a 2 ½ lb. ABC Fire Extinguisher readily accessible in their booth.**
26. **RAIN DATE:** There is **no** rain date.
27. **SUGGESTIONS/RECOMMENDATIONS:** The Troy Strawberry Festival welcomes all suggestions and recommendations about the Festival; however, they must be submitted in writing.
28. **LIABILITY:** Exhibitors display at their own risk. The Troy Strawberry Festival, Inc. and the City of Troy are not responsible for any theft, damage or accident occurring during the festival or resulting there from.
29. **THEME** for the 2008 Troy Strawberry Festival is **"Let's Talk Berries"**.
30. **TRADEMARK:** The Troy Strawberry Festival logo and name are registered trademarks and may not be reproduced without written consent from the Troy Strawberry Festival Board of Trustees.
31. **TENTS:** The Troy Strawberry Festival **does not** provide tents. Exhibitors are responsible for setting up and tearing down tents they provide. **All tents must be Flame Resistant.**
32. **There will be no on site camping or sleeping in vehicles parked in the Strawberry Festival reserved parking area.**
33. If a problem develops after inspections, you must contact the Levee Committee, located at the Gazebo. Thank you!