

West Virginia Italian Heritage Festival

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West Virginia Italian Heritage Festival General Vendor Rules and Regulations

1. The Festival officially opens on Friday, August 31, 2012 at noon and officially closes on Sunday, September 2, 2012 at 6:00 p.m. All vendors **MUST** remain open during this time. Daily Festival hours are as follows: Friday and Saturday 10:00a.m.until 11:30 p.m. and Sunday 10:00 a.m. until 6: 00 p.m. (times are subject to change).
2. You will not have access to the street for set-up until **AFTER 6:00 p.m. on Thursday, August 30, 2012. DO NOT ARRIVE EARLY!** Upon arrival, check with on site personnel for a setup time.
3. Vendors must return the **ORIGINAL** application with ½ of the fee that is due. **Full payment due July 15, 2012.** Duplicates **WILL NOT** be accepted and there will be **NO EXCEPTIONS!**
4. One vendor space is defined as an area that is 10 feet by 10 feet and two vendor spaces are defined as an area that is 10 feet by 20 feet.
5. If you rent a 10X10 or a 10X20 space, **you must fit entirely inside this space**, including hitches, canopies, ECT. We are a street Festival and spacing is limited. If your possessions and/or goods do not fit into your specified space, you will be required to downsize, by order of the Festival, police, and/or fire officials.
6. We recommend that every vendor have a cover (example: tent or canopy) for their vendor space for both weather and security reasons.
7. If you do not have your own cover, tent canopies can be rented through the Festival office for \$125.00 per tent. This price includes set-up, the three day rental, and the dismantling. Our rental tent canopies are only made for a 10X10 space, so if you have a 10X20 space, you will have to rent two tent canopies.
8. All vendors are to have Italian products available and are required to decorate their spaces with an Italian theme. (To add to the Italian décor your sales person may wear Italian colored or themed clothing, aprons, etc.)
9. You are only permitted to sell items listed and approved on your vendor application. **NO EXCEPTIONS!**
10. All vendors are to keep their area clean and free of debris daily. You are also required to clean up your area when you leave. Leaving inadequate bags or boxes of garbage will not be tolerated.
11. **SECURITY:** There will be security present **AT ALL TIMES** on Festival grounds, including after hours and through the night. However, the Festival and the City of Clarksburg cannot be held responsible for items lost or stolen from Festival grounds.
12. If a vendor has faulty equipment, the repair or replacement of that equipment is the responsibility of the vendor.
13. **NO VEHICLES** are permitted on Festival grounds or in vendor spaces during Festival hours. And must be removed prior to 9:00 a.m.
14. All vendor spaces are provided with standard overhead lighting. Additional electric is available upon request and must be specified on your vendor application.
15. All vendors must abide by and adhere to the safety requirements of the Clarksburg Fire Chief, as follows:
 - Tents and canopies must be made of, or treated with, flame-retardant materials as per NFPA standards.
 - Banners and decorations must be made of, or treated with, flame-retardant materials as per NFPA standards.
 - **ALL** electric and extension cords must be approved for wet locations, properly grounded, provided with GFCI and rated for their intended use. They must also be secured so they cannot be tripped over or pulled from their sockets. Only approved plug connections. Also all light fixtures and other heat generating devices must be kept clear of flammable/combustible material.
 - All vendors should have a first-aid kit on hand. In case of fire or any other emergency, call 911 immediately.
 - Fire extinguishers must be approved and properly rated and located inside of each tent or trailer. A #5 ABC extinguisher is the minimum requirement. All propane or other gas cylinders and/or tanks must be properly secured to a stable object, with a chain or cable, so as not to be tipped or knocked over. Also, all cooking pots and grease vats must have the covers readily accessible.

PRIOR TO NOON ON FRIDAY, AUGUST 31, 2012, FIRE PERSONNEL WILL INSPECT THE FESTIVAL GROUNDS FOR SAFETY, ANY CONDITIONS DEEMED UNSAFE WILL REQUIRE CORRECTION BEFORE THE VENDOR IS ALLOWED TO OPEN.

NOTE: Failure to comply may result in being prohibited from participating. The Festival reserves the right to inspect each area prior to the opening of the Festival to assure that each vendor is in compliance. **ALL pricing is FINAL!!** There will be no negotiations. **Please remember that we want everyone to have a good time and enjoy themselves.**