

2019 Tremont Arts & Cultural Festival

Rules & Guidelines

Outdoor: September 28th –September 29th
Saturday: 12pm – 7pm Sunday: 12pm – 5pm

*****Please Note Change of Hours for Saturday Only*****

Located in Lincoln Park on W. 14th Street, between Starkweather and Kenilworth

PLEASE READ THROUGH CAREFULLY. PLEASE KEEP AS A REFERENCE THROUGHOUT THE FESTIVAL.

APPLICATIONS:

- Tremont Arts & Cultural Festival is an equal opportunity festival and does not discriminate on the basis of age, race, gender, gender identity, sexual orientation, religion, socioeconomic status, ethnicity or nationality.
- Applications will be reviewed, and accepted or rejected, as received.
- Priority will be given to vendors whose applications are received prior to July 31st. However applications will be accepted until August 27th.
- By submitting an application, potential vendors agree that decisions are made at the Festival Manager's discretion (subject to review by Merrick House or Tremont West Development, if appropriate.)

APPLICATION FEE:

- Please see attached application form schedule.

PREPARED FOOD VENDORS OR FOOD TRUCKS:

- All food items on the menu must be approved by the Market Manager.
- Preference to creative menus highlighting ethnic or cultural diversity will be given priority.
- Vendors are responsible for paying all applicable local, state and federal taxes and fees.
- **VERIFICATION OF INSURANCE MUST BE SUBMITTED WITH APPLICATION (THIS IS REQUIRED BY OUR INSURANCE COMPANY).**
- Food products must be labeled, when required, in accordance with the Ohio Department of Agriculture.

PERMITS:

- Vendors are responsible for all licensing and permits required by law to sell or promote their products.
- All items must be sold under license and in accordance with all state, local and federal laws, rules and regulations regarding the production, handling and selling of the items.
- Vendors must submit photocopies of all inspection forms, licenses and other necessary documents with their application. Verification of insurance must also be submitted with application.

DEFINITION:

- Vendor means an individual who is a member of the Tremont Arts & Cultural Festival who has agreed to these rules and paid the applicable fees for participation in the Tremont Festival.

ACCEPTANCE AND SPACE ASSIGNMENTS:

- The Tremont Arts & Cultural Festival will try to balance the needs of the festival (supplying patrons with a complete and competitive selection of merchandise and other products) with the needs of vendors without overloading the festival with particular products, food items or merchandise.
- Each vendor will be allotted one 10' x 10' space.
- Space assignments will be made at the discretion of the Festival Manager and the Logistics Coordinator based upon vendor preference as well as the good of the festival. Preference for space assignments will be given to returning vendors and those who have committed to participate both days of the festival.
- Two or more vendors may share one booth, though each vendor is responsible for paying the vendor fee as described on the attachment.

VENDOR RULES:**Arrival, set-up and departure**

- Vendors are to park only in the area specified by the Festival Manager and the Logistics Facilitator.
- Vendors with assigned spaces shall occupy only those spaces.
- Each vendor shall display a sign stating the vendor's name and location and shall have their prices displayed.
- Each vendor shall provide the necessary tents, tables and chairs and other equipment for their displays; or they must arrange **in advance** to rent tents, tables and chairs from the festival for an additional fee per item (see attached application form).
- **Vendors shall arrive no earlier than 8:00am on Saturday, September 28th or later than 11:00am, and be completely set up by the start of the Festival on Sat. September 28th at 12pm Noon. Please be aware that unloading, driving and parking is not allowed in the park after 11:00am Saturday. Driving and parking in the park is prohibited on Sunday prior to 5:15pm. Please be cooperative.**
- If you arrive after 10:45am Saturday, or on Sunday morning, please plan to walk your products and goods in from the street.
- **Anyone driving or parking in Lincoln Park after 11:00am Saturday or before 5:15pm Sunday will be ticketed by Cleveland police, and are subject to having festival participation revoked. Only Cleveland safety forces vehicles and official festival vehicles may operate in the park during these restricted times.**
- All vendors not located on W. 14th Street must unload and remove their vehicle from Lincoln Park before setting up.
- **Please check in at the Park gazebo on Saturday, September 28th for your specific booth space. When setting up your booth, you are to line up with your neighbor. Stay behind the yellow marker line and do not crowd the sidewalk.**
- **TENTS MUST BE SECURED IMMEDIATELY WITH WEIGHTS AND/OR EXTRA STURDY STAKES.**
- Vendors are responsible for maintaining the appearance and cleanliness of their assigned booth space and displays and must completely clean up at the end of the festival.
- Vendors are required to stay until the close of the festival (rain or shine) on Saturday at 7pm, and Sunday at 5pm. Vendors who sell out early should post a sign letting patrons know that they have sold out.

- Vehicles may enter Lincoln Park for clean-up/pack-up on Sunday, September 29th at 5:15pm.
- All vendors are required to stop selling at 5:00pm on Sunday and begin packing. All vendors must exit the Park no later than 7:30pm.
- Any exceptions to these policies will be made on a case by case situation by the Festival Manager.

SOLICITATION, ENTERTAINMENT, INFORMATIONAL AND ADVOCACY ACTIVITIES:

- The Market Manager has discretion to allow solicitation, entertainment, informational and advocacy activities, but such activities must not obstruct patron aisles or occupy booths needed for selling by festival vendors. Vendors may use their own booth for advocacy or informational displays.
- Noise-making devices, loud shouting or yelling to attract attention or advertise goods, products or services is **not permitted**. Please be respectful of fellow vendors and patrons.

COURTESY/CONDUCT:

- With the exception of service animals and animal advocacy groups, no pets are allowed in vendor's booths.
- Smoking by vendors is not allowed at the festival – and no smoking is permitted in Cleveland city parks. Please exit the park.
- No alcoholic beverages or drugs are permitted to be consumed by vendors at the festival.
- No weapons or firearms are permitted.
- Vendors are expected to conduct themselves in a courteous and safe manner.
- Vendors may not disparage, insult or complain about the festival, festival staff, other vendors, and volunteers to other vendors or customers during the market. Violators will be removed from the festival.
- **Vendors are responsible for informing their staff and volunteers on festival rules and regulations.**
- All vendors are asked to promote the festival via print materials, websites, social media etc.
- Vendors are asked to attend, participate in, donate goods and promote festival events such as fundraisers etc.

MEDIA POLICY:

- Vendors are not permitted to represent the Tremont Arts & Cultural Festival, its policies, philosophies, staff or Merrick House to any public or private media without approval of the Festival Manager.
- Any request for media coverage at the festival must be approved by the festival manager.

FESTIVAL CANCELLATION:

- In the event of severe weather or lightning, the Festival Manager will cancel the festival no later than 8:00am the day of the festival and will notify all vendors by e-mail or phone.
- The Festival will not be cancelled due to temperature or light rain.
- The Festival Manager has the discretion to alter this policy on a case by case situation.

FESTIVAL MANAGER:

- It is the Festival Manager's job to implement festival policies. The manager will be responsible for public concerns and vendor complaints.

- Tremont Arts & Cultural Festival Manager and assistants are contractual employees of Merrick House and/or Tremont West Development Corporation, and the Manager has responsibility over the day to day operations of the Tremont Arts & Cultural Festival.

ENFORCEMENT OF RULES:

- Vendors who suspect that another vendor is violating any festival rules should report the matter to the Festival Manager. Vendors should not attempt to address violations themselves.
- The Festival Manager has authority to interpret and implement policy on the festival site. The Festival Manager also has responsibility to use their best judgment in the absence of a specific policy, up to and including suspension from the festival, provided that such action shall not be in conflict with the general mission and objective of the festival.
- If for any reason a vendor wishes to appeal the decision made by the Festival Manager and no reasonable solution can be reached, the Executive Director of Merrick House will be called to decide the issue.

CONTACT INFO:

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Online:
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<http://www.merrickhouse.org/TACF>
<http://tremontwest.org/index/tremont-arts-cultural-festival>

Facebook: <https://www.facebook.com/tremontartsandculturalfestival>