

2019 Vendor Terms and Conditions

Please read the terms and conditions set forth below to acknowledge the following:

The 11th annual 2nd Street Festival is being held on Sunday, August 4, 12 p.m. – 10 p.m on North 2nd Street, between the Germantown and Green Streets of Northern Liberties.

Each Vendor will receive:

- An invoice via Paypal for monies owed
- Information 1 week before the event about placement & confirmation

Insurance: All Vendors are required to obtain and/or submit a certificate of insurance. If you *do NOT* have a Certificate of Liability for your business, you are required to get day of insurance.

You can buy day of event insurance through ACT Insurance

<https://www.actinsurance.com/policy/buy/ai/OTIx>

For your COI please list

2nd Street Festival

1127 N 4th Street,

Philadelphia, PA 19123

Space assignments: We do not permanently assign spaces until the two weeks before the festival. Please note that we cannot fulfill all location requests. Returning Vendors may request the same spot as last year, and New Artists may request specific locations but please be flexible. We will email you the set up directions with a map few weeks prior to the festival date.

Payment: Your application will not be considered complete and your booth will not be secured until we have received your vendor fee IN FULL within 2 weeks of receiving your invoice. Payment will not be accepted on the day of the event. Absolutely no refunds after July 1st.

The link to pay the application fee is <http://bit.ly/2ndstvendorfee>

Set up: Set up will begin on the festival day at **9am**. Please unload and move your vehicle off of the street before setting up your booth to make room for other traffic. All vehicles must be off the street by **11 a.m.** The event begins at **NOON**. Event staff will be available to help direct you to your space assignment. Vehicles will not be allowed back onto the street until after the event is over. Please pack up your booth BEFORE bringing your vehicle in to load. Unless you have rented them from us, you are responsible for bringing your own tent, table, and chairs. Rentals should be placed directly with your application. We will be sending you a map of the festival with access information prior to the event.

This is a family festival. Please use appropriate language and refrain from the use of alcohol/drugs during the event. Any artwork/signage displayed in your booth must be

appropriate for all age levels and in good taste. If we find that you have violated this rule, we will ask you to leave. We appreciate your help in maintaining our family-friendly event.

Electricity: will not be provided. We have in years past attempted to offer limited electric service but with 250 vendors and many specific space requests, we have found it too difficult to accommodate. If you require electricity, we can put you in touch with our generator provider and you can make arrangements for renting your own small generator.

Trash: ALL Vendors are responsible for their spaces designated to them. All trash and refuse (food waste, etc) MUST be removed accordingly! We appreciate your help making our festival clean and litter-free!

Parking: Street parking on side streets. There is no parking in the lot on Germantown used in previous years. We are working on further parking options and will update, but there is no guarantee for dedicated parking.

IF YOU ARE A FOOD VENDOR: Please Read!

Permits: [A Temporary Special Event Food Operation Application](#) is mandatory and fees of each food operator/vendor participating in the event should be submitted in one complete package at least 30 business days prior to the event (July 6th). We will provide you with the form with the sponsor section pre-filled out.

License and Tax Information: All artist/vendors are responsible for understanding their personal obligations with respect to tax laws and obtaining short-term business licenses. To obtain more information, please contact the City of Philadelphia.

Trash: NO STYROFOAM is allowed. Please help us maintain a sustainable Festival.

- EACH Food Vendor / Truck is required to have at least (1) Trash can and (1) Recycling container
- We will have a disposable station for any used oil provided by our friends, Waste Oil Recyclers. Please advise.

By signing the 2019 Vendor Registration Application, you agree to all of the above and will comply to the best of your ability.

SIGNATURE : _____

DATE: _____

Important Contacts:

Meredith Williams (Festival Director): info@2ndstfestival.org

Fire – Lt. M. Cartagena 215-685-9170 : manuel.cartagena@phila.gov

Health Department – F. Jones 215-685-7493 : fawn.jones@phila.gov

Licenses and Inspection – M. Blaney 215-686-2522 : maureen.blaney@phila.gov

Managing Director's Office - M. Sabb 215-686-3488 : mechelle.sabb@phila.gov

PPR Approved Food Vendors – M. Wilken 215-683-0232 : marc.wilken@phila.gov