

Greetings:

The Bottle Works Ethnic Arts Center is pleased to kick off our summer festival season with our annual *3rd Avenue Folk & Arts Festival* in Johnstown, PA! We are inviting you to be a food vendor July 20-21, 2024!

The 3rd Avenue Folk Arts Festival highlights the **artistic talent** of our region. The event will feature two days of music, art demonstrations, food, and beer. This is a great opportunity to increase your exposure and serve festival patrons from across the Laurel Highlands!

To help ensure the success of this event, we are implementing extensive public relations and advertising campaigns to promote the event across the region to both residents and tourists alike. These efforts include internet advertising, a full social media campaign including paid Facebook ads; e-newsletters; radio spots; print ads; and flyers.

To be a part of the action, please submit your application with a vending fee of \$200, which allows you to sell for both days of the festival. Once your application is submitted, we will send a confirmation with greater logistics and festival details.

We hope to see you on Third Avenue this July for the hottest festival in town! If you have questions or concerns, please contact Matt Lamb, Executive Director at 814.535.2020 or at mlamb.bottleworks.org.



Please complete and submit the attached form. Application deadline is July 12, 2023.

***P.S. Don't miss this exciting
opportunity to be one of the food exhibitors of the
3rd Avenue Folk & Arts Fest! Return your application today!***



411 Third Avenue
Johnstown, PA 15906
814.535.2020
BWinfo@bottleworks.org
www.bottleworks.org

VENDOR INFORMATION & ELIGIBILITY REQUIREMENTS:

- Vendor Space: Size: 10" x 20"
- Please submit 3 to 5 digital promotional photos. Must be a jpeg file, minimum 300 dpi
- Once approved, the vendor fee is non-refundable.
- Festival is rain or shine.
- Set-up will be Saturday, July 20 from 8:30 - 10 AM.
- Alcoholic beverages, loud music, and smoking are not allowed in vendor booths.
- ADA-compatible cord/cable covers are required for all foot traffic areas. Vendors must provide any required materials and are mandated to abide by all ADA requirements.
- We ask that all vendors promote their participation at the festival before and during the festival via social media and other means.

Vendor Fees: \$200

**Made payable to Bottle Works in the form of a personal or business check. Cash will not be accepted.
(Based upon 10'x20' footprint)**

** Note: Additional space or electric needs may increase rental costs. Exclusions apply.*

Application Procedure:

1. Your completed application (An application form must be completed for each unit).
2. Insurance documentation (see additional instructions)
3. Check payable to: Bottle Works
4. City of Johnstown Peddlers/Solicitors License

You will need to have a current license with the Department of Agriculture and/or agree to inspection.

Mail items 1, 2, 3 listed above to: Bottle Works Ethnic Arts Center
 Attn: 3rd Ave Folk & Arts Fest
 411 Third Ave.
 Johnstown, PA 15906

Once your payment and application are received, we will send you a confirmation letter with logistics and festival details. The application fee is non-refundable.

RULES AND REGULATIONS OVERVIEW:

Water and Electricity:

Bottle Works Ethnic Arts Center will provide water access and 110v or 220v power.

Please make sure you indicate the required amp and volts on the application form.

The vendor is responsible for providing all electric cables from the power supply box to your spot.

We will not replumb or rewire any vendor booth or trailer. No power cords will be provided. Please take note of these other important guidelines:

1. The Committee reserves the right to approve all food being served in order to minimize duplication.



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Be sure to state on your application the food you wish to serve. In cases of duplication of food items, priority will be given as follows:

- a. First, to vendors who have participated in prior years.
 - b. Second, according to the date the application and payment are received.
2. Vendors are responsible for securing tents and stands to the ground in case of inclement weather.
 3. Vendors are responsible for cleaning up their stand each night and upon tearing down their stand.
 4. You must provide and empty your own trash cans. A nearby dumpster will be available.
 5. Ice must be provided by vendor
 6. The sponsor will provide overnight security but does not assume responsibility for damage, loss, or injury that may occur to the vendor or the vendor's belongings.
 8. You are not permitted to dump water onto the parking lot from sinks or holding tanks until after 11 pm.
 9. Pets are not permitted in booths or exhibit areas – absolutely no exceptions.

ADDITIONAL INFORMATION

- All vendors will be screened by the committee for vendor selection prior to approval. Approved vendors will receive a letter with load-in information and booth number.
- Once approved, the vendor fee is non-refundable regardless of the reason for the requested cancellation by the vendor.

The Festival is rain or shine. All personal vehicles are required to be off the street one hour prior to daily festival start times.

- Alcoholic beverages, loud music, and smoking are not allowed in vendor booths.
- We ask that vendors report total sales on exit surveys. No percentage is taken; this information is used to help us evaluate the overall success of the event.
- We ask that all vendors promote their participation at 3rd Ave Folk & Arts Festival via social media prior to and during the festival.

LIABILITY

- The Bottle Works and the City of Johnstown assume no liabilities against physical harm, loss, theft, or damage to equipment and other belongings for the duration of the festival. Therefore, necessary arrangements must be made by the vendor.

PLACEMENT

There is no guarantee of specific placement.



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Food Vendor Application - Mail or email this form to the Bottle Works

(PLEASE PRINT)

Name of Concession: _____

Owner's Name: _____

Address: _____

Telephone: _____

Tax ID Number: _____

Certificate of Liability Insurance **Required:** _____ (please attach)

*Please list the food items you will be offering: (attach a second page if necessary)

Total width and length of stand (including hitch): Width: _____ Length: _____

Do you serve patrons from the end, side, etc.? _____

To provide adequate power for you, please provide the following:

Total power demand for your unit: _____ (AMPS)

Do you use 120v or 240v (please circle) and list here: _____

Please list appropriate amps for all appliances, lights, etc.: If you don't know, you may list your appliances.

Do you have a secondary vehicle for supplies? If so, please list the total lengths.

All vendors may set up on Saturday, July 20 from 8:30- 10 AM.

Signature: _____ Date: _____

Signature's Printed Name: _____

Business Name: _____

(as it should appear in print material)

Address: _____

City State Zip Code: _____

Cell Phone Business Phone: _____

Email: _____

Business Website: _____

Facebook: _____



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In signing this vendor application, applicant agrees to comply with all events, federal, state, and local regulation and to hold harmless the Bottle Works Ethnic Arts Center, the City of Johnstown, or volunteers from any loss or damage to person or property caused by applicants' operation and/or presence in connection with the festival.

TOTAL INCLUDED: \$200

I have enclosed the suggested Food Vendor Fee (check or money order) made payable to "Bottle Works"

In signing this vendor application, the applicant agrees to comply with all events, federal, state, and local regulation and to hold harmless the City of Johnstown, Bottle Works, and volunteers from any loss or damage to person or property caused by applicants' operation and/or presence in connection with the 3rd Avenue Folk & Arts Fest.

Signature: _____ Date: _____