



Saxonburg Festival of the Arts 2021 Vendor Agreement & Information

This year the Festival will take place Friday, Saturday, & Sunday: September 10, 11, & 12 in conjunction with Sprankle's Oktoberfest!

Please read carefully and entirely, as there are many changes this year. Vendors will be located on the Carnival Grounds and on the grassy Passthrough area north of the Carnival Grounds.

Vendors on the Carnival Grounds 115 Pittsburgh Street (including inside the Banquet Hall):

- Vendors within the Carnival Grounds are expected to be available to patrons until the event closes at 10 PM. Vending hours will be Friday 3 p.m. – 10 p.m., Saturday 11 a.m. – 10 p.m., and Sunday noon – 5 p.m.
- You must be set up and ready by 1 p.m. on Friday, September 10.
- Setup begins Thursday, September 9 from 8 a.m. to 8 p.m., and again on Friday, September 10 from 7 a.m. to noon for final touches.
- Please have your Vendor ticket and your Vendor location (locations will be posted online mid-August at www.saxonburgpa.com/festival) with you the days of the event. Your Vendor ticket will ensure that you get free parking.
- **All Hot Food Vendors** on the Carnival Grounds: There will be a cashless ticket system for **ALL** patrons on Friday & Saturday in increments of \$1 tickets and \$5 tickets. Please price your items as whole dollar amounts accordingly. Food vendors will turn in all of their tickets for a cash payout on Saturday beginning at 10 p.m. Sunday, you will need to sell via your usual payout methods.
- **All Hot Food Vendors** will need to provide event insurance. Please contact your insurance agent for a special policy naming Saxonburg Borough as the insured for \$1,000,000 in coverage for the days of the event. Please send this insurance certificate to Saxonburg Borough at 420 Main Street or via email to secretary@saxonburgpa.com .
- **Craft vendors** (this includes cold foods and snack foods) will not be part of the ticket system and will sell via your usual payment methods.
- Craft vendors will not need to provide event insurance.

Vendors outside the Carnival Grounds in the Passthrough Area (this is the Grassy Area outside the North Carnival Gate, including the alley and up to the wine shop):

- Vending hours on the Passthrough will be Friday any time starting at 3 p.m. up to 7 p.m., Saturday 11 a.m. – 7 p.m., and Sunday noon – 5 p.m.
- Vendors who may need to leave early are able to do so. These vendors should be located on the Passthrough Area, not in the Carnival Grounds.
- Setup begins Friday, September 10 at 10 a.m. for vendors on the Passthrough.
- All vendors on the Passthrough will sell via your usual payout methods.
- If you are a food vendor on the Passthrough, we ask that you please provide a garbage receptacle outside of your booth or truck for your customers. Trash will be picked up throughout the event.
- Please have your Vendor ticket and your Vendor location (this will be sent to you) with you the days of the event. Your Vendor ticket will ensure that you get free parking.

All Vendors:

- You must bring everything you need for your setup.
- If you have a tent, you must have weights for each of the legs.
- You will be held responsible for your garbage and cleanup of your space.
- Saxonburg Borough, Sprankle's, and the Saxonburg Volunteer Fire Company will not be held accountable for damage done to or by your business.
- This is an outdoor event and subject to inclement weather. We set up rain or shine. In the rare event of a cancellation due to weather, no refunds will be issued.
- Hot Food Vendors & Food Trucks will need to provide their Insurance Certificate Holder #, PA AG #, and proof of Food License (or temporary food license) if not already included on your application.
- All vendors must comply with any COVID-19 guidelines in place at the time of the event.

If you have any questions or concerns, please contact the Saxonburg Borough Secretary by email at secretary@saxonburgpa.com or by phone at 724-352-1400 ext. 3.

Thank you for being part of the Saxonburg Arts Festival and for all you do! We're happy to have you!