



Saxonburg Mingle on Main 2023 Vendor Code Of Conduct & Information

We greatly appreciate your interest in this year's Mingle on Main. Please review the following carefully. These terms must be accepted for participation in 2023 Mingle season. All terms are subject to change at the sole discretion of SABA.

Participation

Vendor participation and approval is at the sole discretion of SABA.

Acceptance and Fees

Vendor fees are as follows:

Hot food vendors-\$75 per event

Artisan Vendors- \$25 per event

Non-Profit- \$25 per event

Vendor fees are not refundable and must be paid in full by deadline.

Certificate of Insurance

Accepted Vendors must provide a Certificate of Insurance with a minimum of \$1,000,000 general liability coverage naming both SABA and Saxonburg Borough as additionally insured. Certificates must be submitted a week prior to the event.

If you need help finding insurance, you can contact Tiffany Nolan at tnolan@ieinsurancepa.com or by phone at 724-719-2093

Attendance

Vendors are required to be present at all dates for which they are accepted. This is a rain or shine event; inclement weather is not an acceptable excuse for an absence.

Failure to provide advance notification for an absence may result in permanent removal from future Mingles. (24 hours prior to the event)

Setup, Operating Hours, Tear Down

Set up time begins at 4:15 p.m. You must be in your location provided for you and **set up complete by 5:20 p.m.**

- You must bring everything you need for your setup.
- Set up cannot begin before 4:15
- If you have a tent, you must have weights for all four of the legs.
- If you are business owner on Mainstreet we cannot guarantee you a spot directly in front of your place of business. But we will do our best to accommodate.
- You will be held responsible for your garbage and cleanup of your space.
 - If you are a food vendor, we ask that you please provide a garbage receptacle outside of your booth or truck for your customers.
- We require that all food vendors have the proper licensing and insurance.
- Saxonburg Area Business Association and Saxonburg Borough will not be held accountable for damage done to or by your business.
- As part of the checkout process, you will need to include a copy of your driver's license, and you will be asked to agree to these terms and conditions. Additionally, Hot Food Vendors will need to provide their Insurance Certificate Holder #, PA AG #, and proof of Food License.
- Tear down begins promptly at 8:30. We ask that you please get all of your products and set up to the side walk as quickly as possible to ensure safety for yourself and all pedestrians. The street will begin to open at 8:45

Parking

After you unload your products at your space you can park in available spaces behind the; Saxonburg Memorial Church, Saxonburg Hotel, Batch, Saxonburg Library, Citizens Bank, and the large gravel lot on Isabella.

If you have any questions or concerns, please do not hesitate to contact Meghan Pohl by phone at 724-604-0197 or by email at mingle16056@gmail.com.