



## Booth Rules

### Booth Rules and Regulations

1. To be eligible for a booth in the Independence Sicilian Heritage Festival, an organization must:
  - a. Be a non-profit civic or service organization.
  - b. Have been established for at least 2 years.
  - c. Submit proof when the organization was formed with domiciliary address.
  - d. Submit a roster of officers.
  - e. Submit a completed application to the booth chairman.
  - f. Submit Tax ID number used by the organization with the application.
  
2. Types of booths available:  
Non-Profit and Civic organizations
  
3. The booth fees are as follows:
  - a. 10 feet wide \$250.00;
  - b. 11-20 feet wide \$350.00;
  - c. 21-30 feet wide \$450.00;
  - d. Any booth requiring a 30-amp breaker or 220 volts will be required to pay an additional \$100.00.
  - e. Two items for sale are included in the booth space fee. An additional item may be sold in the space for an additional \$50.00 fee.
  - f. Exclusivity is granted to the participating organization. There will be no duplication of items sold among the non-profit and civic organizations.
  - g. A rebate of up to \$100 can be earned by an Organization for participation in ISHF booths. The rebate is based on a pro-rated program of a 10-hour commitment from Organization personnel. For every hour of participation in an ISHF function during the festival, \$10 will be earned towards the rebate. Rebates are contingent upon the Organization conforming to all other ISHF Rules and Regulations. Any failure to comply to with ISHF Rules and Regulations may result in forfeiture of any rebate earned.
  
4. Grease removal:  
The ISHF Board will provide for the disposal of grease. All booths are required to submit request with booth application for the disposal of grease.

5. If your organization participated in last year's festival, the requirements are as follows:  
Completed application and fees submitted by JANUARY 31<sup>st</sup>, 2012. Unpaid fees will result in the forfeiture of booth space. Booth fees must accompany the application and checks made payable to: The Independence Sicilian Heritage Festival. No new booths will be allowed in the festival after February 21<sup>st</sup>, 2012.
6. Any organization that participated in the festival last year has first priority on identical space and product this year.
7. There will be a booth meeting prior to the festival. The meeting will be held at the Independence City Hall on Tuesday, February 21<sup>st</sup>, 2011 at 7:00 pm. Attendance by at least one Official Representative is mandatory.
8. Booth opening and closing times:  
The Festival will be held Friday through Sunday on the first full weekend before the Feast day of St. Joseph, which is March 9-11, 2012.  
The times are: Friday, at 5:00 pm - closing at 12:00 pm.  
Saturday, at 11:00 am- closing at 11:00 pm.  
Sunday, at 11:00 am until 7:00 pm.
9. Violators of the opening and closing rules can be assessed a fine and may lose booth privileges that will be decided at the 1st ISHF meeting following the Festival weekend in 2012. The Booth Chairperson will then formally notify the violators in writing the decisions and consequences reached by the ISHF board.
10. Construction of booths:  
The ISHF Board has decided tents will be allowed again this Festival.  
A sign must be displayed that informs the name of the non-profit/civic organization being represented, the name of the items being sold and the prices per item. ISHF will provide signage for a fee of \$20.00. Booths needing only up to 30 amps of electricity must provide their own power strips and electrical extension cords as needs dictate. There are faucets installed for each booth site, vendors only need to bring their own hoses. Any booth requiring more than 30 amps must provide their own breaker-panel; electricity will be run to the panel box. Booths may be installed as early as Wednesday of the Festival week from 8:00 A.M. through no later than noon on the Friday of the Festival.
11. Each organization is responsible for the removal of the booth and all left over material. Failure to clean up will result in a \$100 fine.
12. Booth personnel must remove trash related to their booth from inside and outside of the booth each day. Trashcans are clearly displayed and conveniently located for use.

13. All booth items are to be sold in the space rented. No one is allowed to solicit their products "on the street", especially in front of the rented spaces of other organizations.
14. Booth items:
  - a. No raffle tickets may be sold unless a booth fee has been paid for that purpose.
  - b. Nothing may be served in a glass container or a can.
  - c. Only approved items and quantities listed on application may be sold.
  - d. All prices, serving size, and items sold must be approved by the ISHF Board. Any changes must be made known no later than the date of the mandatory booth meeting on February 21, 2012.
15. Vehicle usage during the Independence Sicilian Heritage Festival:
  - a. Each organization will be allowed only one vehicle pass for loading and unloading purposes only.
  - b. No inbound or outbound vehicle traffic during festival hours. This includes golf carts and ATV's.
  - c. No vehicles will be allowed in the festival grounds during the festival hours unless approved by Booth Chairperson and a Board Official provides an escort to and from the booth. Prior to Festival opening hours, only a booth pass is required.
  - d. All vehicles must be off East Railroad Avenue prior to festival opening on each day.