



## 39<sup>th</sup> ANNUAL GLENVILLE COMMUNITY FESTIVAL & PARADE

Sam Miller Park - Across from the Rockefeller Greenhouse  
East 88th Street and St. Clair Ave. - Cleveland, Ohio 44108

### INSTRUCTIONS AND REGULATIONS

1. Participants may sell and/or display only those items listed on the application and approved by the 2017 Glenville Community Festival (GCF) Committee. ALL BOOTHS WILL BE INSPECTED BEFORE AND DURING THE FESTIVAL AND WILL BE CLOSED IF ITEMS ARE SOLD OR DISPLAYED THAT ARE NOT SPECIFIED ON THE APPLICATION.
2. Vendor Booths are by assignment only. Follow the instructions of the parking attendant GCF Coordinators, Festival Security and Cleveland Police Officers on the grounds. Please do not change your location once you have setup your booth from the assigned space once the festival begins.
3. Check-in for all booth participants begins on Saturday, August 12, 2017 at 8:00 am and the set-up must be completed by 10:30 am. The booth check-in will be located at the main gate entrance to Sam Miller Park. Cars and trucks are permitted to park and unload; vendors will receive their booth number to place inside of their vehicles which will identify the vehicle's owner. Cars and trucks must be removed and parked in the parking lot on E. 88th Street once unloaded.
4. If vendors leave early they will be responsible for transporting their materials back to their vehicle. Shuttle service will be available to assist with transporting.
5. Booths using a van, vehicle(s) and/or tent should report to the Festival before 8:00 am on Saturday, August 12, 2017 for set-up instructions. Any tent set-up larger than 10'x10' requires a building permit from the City of Cleveland.
6. You will be charged accordingly if your booth exceeds the 10' x 10' tent allotted space. You must supply your own clean up materials and other necessary equipment. City of Cleveland regulations require wash and rinse water for utensils. Please don't change your tent set-up from the assigned space.
7. Booth participants arriving after 10:30 am **will not be permitted** to drive onto the park groundsto set up their booths. They will be required to carry their merchandise and/or materials to their assigned booth area.
8. You must close your booth by 7:30 pm except in the case of a medical, police and/or fire emergency; no one will be allowed to drive in the vendor booth area of the park before the closing time.
9. All booth participants must be responsible for cleaning their booth area at routine intervals during the Festival and at closing. GCF Staff will inspect all booths for cleanliness. Please be respectful if asked to clean your booth space.

10. Booth fees are accepted in the form of certified bank check, US postal money order or corporate check payable to the Glenville Community Festival. (**No cash or personal checks**).
11. No refunds will be given after the application deadline on Friday, July 28, 2017
12. **NO ONE IS ALLOWED TO PROMOTE OR SALE THE FOLLOWING:**
  - Hats, T-Shirts or any other paraphernalia with, Glenville Community Festival Logo, or sponsors logos without written approval
  - Raffle tickets cannot be sold or given away.
  - Bootlegs: Illegal products and products not authorized by the manufacturer or distributor (example: CDs, DVDs, tennis shoes, pocket books, etc.)
  - No drugs, alcoholic beverages, or tobacco of any kind
  - Political candidate or issues (unless it is an unofficial political booth)
13. All non-profit organizations must supply a Tax Identification Number.
14. Rain or Shine – **no refunds**of booth fees.
15. Replacement cost for lost items provided by the GCF:
  - \$250.00 Tables
  - \$150.00 Tents
  - \$50.00 Chairs(each)
16. **Booths requiring electricity:**
  - a. All booth participants requiring electricity must bring a 200 ft. extension cord. Only 110v electrical lines are available.
  - b. An electrical inspector will inspect all electrical usage for proper connections.
17. No one is allowed to hook up any appliance requiring a 220v outlet.
18. No more than one electrical line may run from each booth. Any other usage must be approved 48 hours before the event.
19. No electricity will be provided if it has not been requested on the application.

YOUR COOPERATION IS APPRECIATED