

CRAFTON CELEBRATES 2018: Application for Festival Booth

This application is for **5-day Food or Game Booths** for NON-PROFIT organizations only.

**BOOTH APPLICATION AND SECURITY DEPOSIT MUST BE SUBMITTED BY
THE CELEBRATES MEETING OF TUESDAY, MAY 8th, 2018 AT 7:00 P.M.**

PLEASE PRINT CLEARLY:

Name of Organization: _____

Primary Contact Name: _____ Phone #: _____

Email Address: _____ Preferred Contact Method: Call Text E-mail

Secondary Contact Name: _____ Phone #: _____

Email Address: _____ Preferred Contact Method: Call Text E-mail

Organization Mailing Address: _____

Type of Booth: Food [] Game [] * A separate application must be completed for each type of booth.

of Booths Needed: ___ Single (10x10) Layout: _____

Food or Game: Reference **FOOD ITEMS and GAMES in the attached Booth Requirements & Restrictions for a full explanation**. Describe concisely what you request to offer at your booth. You will be notified of the approval of any of your requested items after the application period closes.

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

4th Choice: _____

SPECIAL NEEDS: Please **use the back of this form** to describe any adaptations you may require due to the nature of your food or game booth. The Celebrates Committee will do its best to accommodate reasonable requests.

Appliances to be used: Please list **EVERY** electrical appliance you will be using at your booth and its amperage and return the completed outlet plan with this application.

1. _____ Amps: _____

2. _____ Amps: _____

3. _____ Amps: _____

ADDITIONAL APPLIANCES AND AMPERAGES CAN BE LISTED ON THE BACK OF THE APPLICATION

The named applicant agrees to comply with all rules and regulations attached hereto, and shall be responsible for any damages to the facilities, clean-up of the booth and surrounding area and removal of trash to outside dumpsters. As a representative of the named organization, I have received and read the attached copy of the 2018 Booth Requirements & Regulations and agree to abide by its terms. I hereby agree to indemnify, defend, save and hold harmless the Borough of Crafton and Crafton Celebrates, their officers, elected officials, members and employees ("Indemnified Parties") from and against any and all claims, demands, causes of action, losses, damages, liabilities, costs and expenses asserted against or incurred by the Indemnified Party by reason of or arising out of our use as specified herein.

Date: _____ By: _____

(Signature of Applicant/Responsible Party)

For Committee Use Only: Refundable Deposit Required/Paid \$ _____ Cash [] Check [] # _____

Application Reviewed by _____ Date Received: _____

CRAFTON CELEBRATES 2018: Booth Requirements & Restrictions

This information is for **5-day Booths** only.

*Thank you for participating in the 2018 Crafton Celebrates. In order to make this festival a successful venue for your fundraising, the organizing committee has set forth the following guidelines. Read this agreement carefully, then complete the accompanying contract and submit it with your deposit and Outlet Plan (if applicable) on or before **Tuesday, May 8th, 2018**. Applications submitted after this date are not guaranteed the opportunity to participate in the 2018 Crafton Celebrates.*

DEPOSIT: A deposit of \$50.00 must accompany each booth application.

- This deposit will be refunded, together with your booth proceeds, after all requirements have been met.
- Twenty percent (20%) of your gross sales will be given to Crafton Celebrates to cover festival costs such as Advertising, Security, Parade, Stage Entertainment, Electricity (Electrician), Groundskeeping, Booth Maintenance, and Fireworks.

GENERAL PARTICIPATION: You must have a representative at each monthly Crafton Celebrates meeting for **June, July and August**. Each meeting is held on the **Second Tuesday of each Month**, at 7:00pm, in the Crafton Community Center. This is a non-waivable requirement. Failure to have a representative at these required meetings will result in an **additional 5% profit reduction per missed meeting**. We strongly encourage participation at EVERY monthly meeting, as we work to plan and raise money throughout the year. **Each organization will also be required to donate a Chinese Auction Basket valued above \$50**. Failure to do so will result in the forfeiture of the booth deposit. Baskets must be received by June 23rd, 2018. Please schedule drop off / pick up with Angela Palchowski at 412-491-3131 or CraftonCelebrates@gmail.com.

GENERAL FESTIVAL EXPECTATIONS: By hosting a booth at Crafton Celebrates, you are not only representing your non-profit group, but also the Crafton Community as a whole. To provide a fun and excellent experience for our community and all festival visitors, all booths and their representatives must:

- **Be open ALL 5 DAYS of the festival** (June 30: 3-10:30pm, July 1: 3-10:30pm, July 2: 6-10:30pm, July 3: 6-10:30pm, July 4: 3-10:30pm)
- **Be ready to receive customers promptly at the advertised festival opening times and remain open until advertised closing time.**
- **Maintain a clean, presentable, and safe area to receive customers of all ages.**
- **Conduct and present themselves in a courteous and professional manner at all times.**

The first violation of this regulation will result in a polite reminder of the rules. Continual violations will result in dismissal from the festival without refund, and your group will be denied participation the following year.

CLEAN-UP AND REMOVAL OF TRASH: Each organization is responsible for taking the trash from its booth operations. The trash is to be taken directly to the large dumpsters every evening. **Do not place your bulk trash in or next to the general waste containers throughout the main concourse of the park.** Please help us to keep the festival grounds welcoming and pleasant for our neighbors to enjoy.

SET-UP and TEAR-DOWN: There will be NO official set up or tear down this year since the Crafton Celebrates Committee decided to provide rental booths for all organizations.

- Organizations will be able to get their booth ready no sooner than 2 days before the festival. Actual date will be announced mid-June.
- **The Celebrates Committee is looking for volunteers for set-up and tear down for the Ticket/Information booth. The set-up and tear down dates are June 23rd and July 7th. This is not a requirement, but we would appreciate the help.**

Continued →

FOOD ITEMS and GAMES: In order for all organizations to have equal opportunity for success, we require each booth to have a unique game or food to sell.

- The application has space for 4 choices. Additional items, if available, may be added later after all booth applications are received. We encourage you to think creatively about what you may like to offer.
- If you have any questions about how to choose, please do not hesitate to ask the committee. We have a multitude of exciting ideas waiting to be claimed by a group!

- Requests will be approved in the following priority:
 1. Organizations which provided a particular item in the Celebrates immediately prior to the current Celebrates will be given first priority for that item as long as its application is received by the established deadline.
 2. Requests will then be given priority based upon the date of application.

SELLING PROCEDURE & PROFITS: ALL FOOD sales are with CASH only. This is new for 2018. Games will take tickets ONLY.

- A Celebrates Committee member will do a cash collection from your booth at least once an hour during the festival. A booth member will be required to sign off on cash going out.
- All organizations are required to supply their own money box as well as start up cash. Crafton Celebrates will NOT be providing those items. Please keep the money box SECURE and in a safe location in the booth. Crafton Celebrates does not take responsibility if money is stolen from your booth by an outside party.
- All cash MUST be turned in. If any member or volunteer for your booth is caught withholding money from the collection, the organization will be held responsible and will be fined. Cash collection rules and guidelines will be available at the June 2018 meeting and the leader of your group will be required to sign off on it prior to the festival.
- After the festival, you must count and submit your tickets in bundles of 100 like-amount tickets (i.e., bundles of 100 \$0.25 tickets or 100 \$1.00 tickets). PLEASE MARK YOUR BUNDLES WITH THE AMOUNT AND YOUR ORGANIZATION NAME. All tickets must be submitted to the Committee Chairperson on or before July 5th at 8pm in order to receive the 80% profit earned (less any penalty fees incurred as outlined in this agreement.) Checks will be available for pick up at the mandatory meeting of July 10th, 2018, provided you submitted your tickets by July 5th, 2018.

BOOTH RESTRICTIONS: Please make sure all of your booth volunteers are familiar with the following restrictions. Violations will result in removal from the festival grounds and could result in monetary fines where applicable.

- You must abide by *Allegheny County Health Department guidelines* for serving food
- A Borough Ordinance has banned smoking and alcoholic beverages within Crafton Park; these prohibitions include the booths.
- For everyone's safety, *children under the age of eighteen (18) are not permitted in any food booth.*
- *An ADULT must be in every booth at all times.*

ELECTRICITY: Wiring for the festival is carefully mapped to provide each booth with appropriate electricity.

- *Do not ask the electrician to make any changes or additions to your electrical requirements. All changes must be approved by the Booth Chairperson.* Any changes resulting in additional costs for supplies and/or labor may be charged back to your booth.
- Amperage information and special needs are to be listed on your application. The Outlet Plan must be submitted with your application.

LITERATURE DISTRIBUTION: As a non-profit organization, you are welcome to engage in appropriate advertising about your group. Please abide by the following regulations:

- You may set out information about your organization and/or a sign-up sheet at your booth to gather contact information for future use. You CANNOT make this a prerequisite for playing your game or receiving a prize.
- You may place a box for contest submissions at your booth.
- You CANNOT stand outside your booth and hand out any printed literature whatsoever. This regulation has a two-fold purpose: (1) to afford our customers the opportunity to socialize and enjoy this community event and (2) to reduce the amount of litter on festival grounds.

The first violation of these regulations will result in a warning. Continual violation will result in immediate dismissal from the festival without refund, and your group will be denied participation the following year.

Submit your completed booth application to: Crafton Celebrates: Booth Chairman
c/o Crafton Borough Building 100 Stotz Ave., Crafton, PA 15205