



Downtown Vendor Booth Lease Application, Rules & Regulations

August
3 & 4
2018

DEADLINE FOR VENDOR REGISTRATION IS FRIDAY, JULY 13, 2018

If you plan on selling or giving away any type of food, you must submit the FOOD VENDOR application.

NOTE: Some downtown vendor booths are in the street, some are on the sidewalk. Please DO NOT move your booth without prior approval from Thunder in the City management. You may be taking someone else's space. If you are a resident business, booth is to be in front of your business unless prior arrangements are made with Chamber of Commerce.

NAME OF ORGANIZATION _____

CONTACT PERSON _____

ADDRESS _____

CITY _____ ZIP _____

PHONE _____ E-MAIL _____

***NOTE: All information must be completed and returned with payment (when required) to process.**

TYPE OF BUSINESS _____

PLEASE DESCRIBE THE TYPE(S) OF PRODUCTS/ITEMS YOU WILL DISPLAY (items not listed cannot be sold)

IF YOU ARE A DOWNTOWN RESIDENT BUSINESS OR NON-PROFIT, WILL YOU BE DISPLAYING ITEMS ON THE SIDEWALK IN FRONT OF YOUR BUSINESS? YES NO

ELECTRICITY: Anyone requiring electricity for their booth must bring their own generator; quiet models are requested to keep noise at a minimum so as not to detract from the visitor experience. Cords must be secured for pedestrian safety.

Please circle one of the following:

DOWNTOWN RESIDENT BUSINESS & NON-PROFITS	NO CHARGE	SIZE OF SPACE REQUIRED: _____
CHAMBER MEMBERS	\$50 FEE	SIZE OF SPACE REQUIRED: _____
NON-PROFIT (from outside event area)	\$50 FEE	SIZE OF SPACE REQUIRED: _____
NON-CHAMBER MEMBER	\$75 FEE	SIZE OF SPACE REQUIRED: _____

(Resident downtown business defined as businesses located between Liberty Street and the Downtown Mall and between North Street and Arch Street in Meadville)

NOTE: ALL vendors must provide a copy of general liability insurance (\$1,000,000 each occurrence) showing the Chamber of Commerce as an additional insured. Insurance certificate must be included with your application or submitted prior to July 13, 2018. The vendor will not be permitted to set up if proof of insurance is not received.

PAYMENT INFORMATION:
 Registration fee via check, **payable to the Meadville –Western Crawford County Chamber of Commerce**, or by using Visa/MasterCard/Discover or AMEX must accompany this completed Vendor Registration Form.
DEADLINE: JULY 13, 2018.

Check enclosed: Check # _____ Amount: _____
 Visa/MC/Discover/AMEX #: _____ Exp. Date: _____ CVV Code (3 digit) _____
 Name on Card: _____
 Signature: _____

DISCLAIMER: The Meadville-Western Crawford County Chamber of Commerce nor The City of Meadville shall be held liable for any loss, damage, theft, or injury from any cause before, during or after Thunder in the City 2018.

Please return completed form with payment by July 13, 2018, to:
MEADVILLE–WESTERN CRAWFORD COUNTY CHAMBER OF COMMERCE 908 DIAMOND PARK, MEADVILLE, PA 16335
PHONE: (814) 337-8030 FAX (814) 337-8022

TERMS OF LEASE FOR VENDOR BOOTH AT 2018 THUNDER IN THE CITY

Show Hours – Friday, August 3rd, 5 p.m. to 9 p.m. and Saturday, August 4th, 10 a.m. to 9 p.m.

Set-Up Times – Friday August 3rd, from 3 p.m. to 5 p.m. and Saturday, August 4th, from 7 a.m. to 10 a.m.

Tear Down – Booths MUST remain set up until 9 p.m. Saturday. All vendors and their equipment/property must be vacated by 11 p.m. that evening, unless prior permission is arranged.

PLEASE NOTE: Some downtown vendor booths are in the street, some are on the sidewalk. Please DO NOT move your booth without prior approval from Thunder in the City management. You may be taking someone else's space.

1. **THUNDER IN THE CITY LOGO use by any vendor requires permission** in writing from the Meadville-Western Crawford County Chamber of Commerce for the current year's event only.
2. **ALL PROCEEDS FROM SALES** will belong to the vendor, unless otherwise pre-arranged with Thunder in the City management. Vendors are responsible for collecting sales tax and for reporting earnings to PA Department of Revenue.
3. **STORAGE OF MATERIALS** during Thunder in the City must be confined within the area assigned to you.
4. **VENDORS ARE EXPECTED** to provide their own tents, tables and display boards. Do not tape, tack or otherwise affix any materials or signs to walls, trees, lamp posts or other surfaces on public or private property.
5. **VENDORS ARE RESPONSIBLE** for transporting and placing their own booths. Labor to erect booths will not be provided.
6. **WHEN VACATED**, booth space must be left clear of paper, packing materials or other refuse.
7. **VENDORS MUST CHECK-IN PRIOR TO SETTING UP.** Please report to the Chamber booth at the corner of Chestnut Street and Park Avenue to get assistance locating your booth.
8. **VENDOR SET UP MAY TAKE PLACE** Friday, August 3rd, from 3 p.m.-5 p.m. and from 7 a.m.-10 a.m. on Saturday, August 4th. Vendors' vehicles must be removed from Diamond Park, Chestnut Street, and Park Avenue, certain parts of Market Street, and adjacent parking spaces by 4:30 p.m. on Friday and 9:30 a.m. Saturday. On Saturday, traffic and parking around Diamond Park will be strictly limited to classic cars. On Friday and Saturday, Chestnut Street and Park Avenue will be used for motorcycle parking, vendors and concert for the duration of the show. Supplied vendor passes MUST be displayed on dashboards to gain temporary access to Diamond Park, Park Avenue, and Chestnut and Market Street vendor areas for purposes of loading and unloading supplies before and after show only. No vendor car access will be permitted DURING show.
9. **PARKING IS PROHIBITED AT VENDOR BOOTH.** Limited vendor parking will be provided adjacent to Diamond Park, Chestnut Street and Park Avenue. The area, available Friday after 6 p.m. and all day Saturday, is the upper two levels of the city parking lot behind ERIEBANK. The lower level directly behind the bank is reserved for motorcycle parking. This will be strictly enforced. Supplied vendor passes must be displayed on dashboard. If your vehicle is parked illegally, parked in an area not designated on your map or if you fail to display your Vendor Placard, your vehicle may be ticketed and/or towed. Parking around the Market House is for Market House patrons only. You will be ticketed and/or towed if you are found to be parking there for an extended period of time. Parking meters are another option on Friday. Meters are closely monitored 8:30 am to 5:30 pm Monday through Friday. Cars at expired meters will be ticketed on Friday. Parking at meters is free weekdays after 5:30 and on weekends.
10. **ELECTRICITY REQUIREMENTS** – Anyone requiring electricity for their booth must bring their own generator. Quiet models are requested to keep noise at a minimum so as not to detract from the visitor experience. Neither the Thunder in the City committee nor the Chamber of Commerce will have any generators or extension cords in case you forget yours. Generator cords must be secured properly to ensure pedestrian safety.
11. **PROOF OF INSURANCE** must be provided by each vendor with their application. Each vendor must ask his insurance agent/company to provide the Meadville-Western Crawford County Chamber of Commerce with a copy of general liability insurance (\$1,000,000 each occurrence) naming the Chamber as an Additional Insured for the 2018 Thunder in the City.

Vendors are expected to carry their own insurance coverage to protect their merchandise from damage, loss or theft incurred while participating in Thunder in the City. No insurance will be supplied by Thunder in the City. Vendor will not be permitted to set up if proof of insurance is not received by July 13, 2018.

12. **REFUNDS - FINAL PAYMENT FOR BOOTH SPACE IS DUE BY JULY 13, 2018.** CANCELLATIONS ON BOOTH SPACE AFTER THIS DATE WILL RESULT IN NO REFUND. NON-PAYMENT BY JULY 13, 2018, MAY RESULT IN LOSS OF BOOTH. Furthermore, no refunds shall be made in the event of inclement weather, acts of nature or by restrictions imposed by government agencies which may cause cancellation of the event
13. **VENDOR NUMBERS** The Meadville-Western Crawford County Chamber of Commerce reserves the right to limit the number of applications for any one particular type of good/service. The management of Thunder in the City reserves the right to change or substitute vendor spaces for the good of the event and its participants.
14. **FINAL INSTRUCTIONS** After reading these rules, please sign and return this lease application with your payment.

ACKNOWLEDGEMENT: I agree to indemnify and hold the Meadville-Western Crawford County Chamber of Commerce, their officials, staff and agents harmless of and from any and all actions, causes of actions of every kind in law or equity, suits, debts, liens, contracts, agreements, promises, claims, liabilities, demands, damages, obligations, loss, cost and expense of any nature whatsoever, known or unknown, fixed or contingent, including with limitation, attorneys fees and court costs through any including and appeals, taxable or otherwise, incurred either directly or indirectly, as a result of my participation in the Thunder in the City Classic Car & Bike Show, including but not limited to any claims which might be made by myself, my co-workers, my agents, my employees, and/or any member of the general public, except as may result from the sole negligence or willful misconduct of the Meadville-Western Crawford County Chamber of Commerce, their officials, staff and agents.

I agree to abide by all the rules and regulations as set forth by the Meadville-Western Crawford County Chamber of Commerce with regard to Thunder in the City. I understand that all booth vendors are responsible for their own wares and possessions including loss, theft or damage and agree to hold harmless the Meadville-Western Crawford County Chamber of Commerce and/or its representatives from any and all liability, claims, attorney fees, costs suits and expenses arising out of the Thunder in the City event. The Meadville-Western Crawford County Chamber of Commerce and its representatives shall not be responsible for collecting any moneys for wares sold, or accounting those moneys to any city, county or federal agency.

I further acknowledge my likeness and image will be used for promotional purposes for this event. I agree to release all rights to my likeness in support of all marketing and promotion.

I have received, read and understand all these rules and regulations and agree to comply with them as set forth in this application.

Signature _____ Date _____

Print Name _____