

Family Festivals Association, Inc.



PO Box 444 • Greensburg PA 15601 • 724-863-4577 Office/Mobile • 724-221-6150 Fax • www.familyfestivals.com • info@familyfestivals.com

In 2024, we enter our 32nd year of promoting more than 181 festivals and events, we are truly thankful for your continued support! We are pleased to offer an exciting lineup of five (5) festivals and events! All four of our arts & crafts shows have made Sunshine Artist's Top 100 and both of our Christmas-themed festivals have been rated the #1 Christmas shows in Pennsylvania!



2nd Annual
USA International Sportsmen's Show
and Outdoor Recreation, RV's & Boats
February 16, 17, 18, 2024
Monroeville Convention Center
Monroeville PA



25th Annual
Pittsburgh Arts & Crafts
Spring Fever Festival
March 15, 16, 17, 2024
Monroeville Convention Center
Monroeville PA



31st Annual
Pennsylvania Arts & Crafts
Labor Day Festival
Aug. 30, 31, Sept. 1, 2, 2024
Westmoreland Fairgrounds
Greensburg PA



30th Anniversary
Pennsylvania Arts & Crafts
Christmas Festival
October 18, 19, 20 & 26, 27, 2024
Washington County Fairgrounds
Washington PA



27th Annual
Greater Pittsburgh Arts & Crafts
Holiday Spectacular
November 22, 23, 24, 2024
Monroeville Convention Center
Monroeville PA

We anticipate an excellent response to all festivals/events. We cannot save any space and cannot assume that any exhibitor will be returning. Applications are reviewed and accepted until each show is filled. Applications will not be reviewed unless accompanied by the appropriate payments/deposits.

We are able to accept pre-packaged food vendors at all festivals/events.
Full service and single 2nd item vendors may apply for the PA Labor Day Festival and PA Christmas Festival.

As you consider shows for your 2024 schedule, please know that we commit a substantial amount of advertising dollars for each event. For example, KDKA TV2 has been a sponsor of our shows for 28 years, and we also spend a substantial amount of money on digital (Facebook & Google), print (newspapers), radio, road signs, flyers, banners, social media and email blasts!

We thank you for your interest and support, and look forward to reviewing your application! If you have any questions about the enclosed application, please call, text or email us.

On behalf of everyone at Family Festivals Association, Inc., best wishes for a successful 2024 show season!!!

David Stoner

David Stoner, Owner & Promoter

Festival and Event Specifications & Requirements

Monroeville Convention Center Shows Only:
If you choose to make use of the forklift with pallets/skids, convention center carts or Family Festivals Association carts, neither the Monroeville Convention Center nor Family Festivals Association, Inc. are responsible for any damage to merchandise, displays, etc. This is a courtesy service and exhibitor/vendor assumes all responsibility.

1. **Pre-pkgd. Vendor Set-up:** **'USA International Sportsmen's Show'** Thurs Feb 15 8am-8pm, Fri Feb 16 7am-10am
'Spring Fever Festival' Thurs Mar 14, 9am-8pm; Fri Mar 15, 7am-10am
'Labor Day Festival' Thurs Aug 29, 9am-8pm; Fri Aug 30, 7am-10am
'PA Christmas Festival' Thurs Oct 17, 9am-8pm; Fri Oct 18, 7am-10am; Fri Oct 25, 10am-3pm
'Holiday Spectacular' Thurs Nov 21, 8am-8pm; Fri Nov 22, 7am-10am
2. **Full Service Vendor Set-up:** **'Labor Day Festival'** Wed Aug 28, 9am-3pm; Thurs Aug 29, 9am-8pm; Fri Aug 30, 7am-10am
'PA Christmas Festival' Wed Oct 16, 9am-3pm; Thurs Oct 17, 9am-8pm; Fri Oct 18, 7am-10am; Fri Oct 25, 10am-3pm
3. **ALL Food Vendors Tear-down:** **'USA International Sportsmen's Show'** Sun Feb 18, 5pm-10pm
'Spring Fever Festival' Sun Mar 17, 4pm-8pm
'Labor Day Festival' Mon Sept 2, 5pm-9pm; Tue Sept 3, 8am-11am
'PA Christmas Festival' Sun Oct 27, 5pm-9pm; Mon Oct 28, 8am-11am
'Holiday Spectacular' Sun Nov 24, 5pm-9pm
4. Family Festivals Association, Inc. will provide each Vendor participating in the USA International Sportsmen's Show with a block of 10 tickets per 10x10 space that they can sell for \$12.00 each. Monies collected from the sale of these tickets belongs to the Vendor. Tickets will be issued once the booth fee is paid in-full. Tickets may not be sold to the public on-site at the Monroeville Convention Center or the Doubletree Hotel.
5. *The following Late Fee Charges will apply if you miss the listed "Balance Due" Dates (No exceptions): \$25 Fee if balance due is received 7 to 14 days past the "Balance Due" date. \$50 Fee if balance due is received 15 to 21 days past the "Balance Due" date. Your space may be filled with a wait list vendor if your "Balance Due" is not received within 21 days from the "Balance Due" dates for each event. You will still be responsible for all booth fees and late charges if you are in default for any reason on this contract.
6. Food/Drink Items: Vendor agrees to prepare and sell only the approved menu items at the prices listed on the attachment to this application. Product prices must be established before the event and cannot be changed. Food prices must be prominently displayed in your booth for the public to seek. Stored inventory must be covered and kept from public view or you will need to store your merchandise in your vehicle. No trailers or vehicles can be parked near your booth unless approved by Promoter. Soft drinks, water, iced tea and coffee cannot be sold at any show!
7. Food & beverage vendors have the exclusive right to sell food items and distribute samples. Food and beverages may not be sold or distributed by arts & crafts vendors.
8. All food & beverage vendors must comply with all local, county, state and federal regulations and standards regarding the preparation, preservation and service of food and drink, including but not limited to the Pennsylvania Dept. of Agriculture (724-832-1073) and/or Allegheny County Health Department (412-687-2243). You are also required to obtain all necessary permits and licenses prior to each event. These must be posted in your booth/trailer at all times!
9. Vendor is responsible for being in compliance with any and all Pennsylvania sales tax requirements. PA Dept. of Revenue can be reached at 1-888-PATAXES or www.revenue.state.pa.us. Vendor must provide us with their sales tax license number at least 30 days prior to each event.
10. Each vendor must carry Comprehensive General Liability Insurance including Blanket Contractual Liability with a minimum per occurrence limit of \$300,000. Family Festivals Association, Inc. must be listed as an "Additional Insured" on this policy. Policy must be obtained at Vendor's own expense and the policy sent to Family Festivals Association, Inc. 30 days prior to each event.
11. Vendor's display cannot interfere with adjacent vendors or extend into aisles or beyond your assigned booth space.
12. Full service and single 2nd item food vendors are required to have a special food line for staff and vendors pass through as they only have a limited amount of time to leave their work area. This area must be clearly marked with an overhead sign; i.e. "Exhibitor & Employee Line".
13. Booth signage for name, merchandise, pricing and credit card acceptance must be quality, painted or stained signs. Festival management reserves the right to request removal or replacement of non-professional signage.
14. Nothing shall be nailed, stapled or otherwise affixed to the walls, floors, or any other part of the exhibition buildings or grounds.
15. Vendors should display a sample of their food, as this may help with booth sales.
16. No radios, televisions or public address systems permitted in the booth without prior authorization from Family Festivals Association. No calling out to customers.
17. No alcohol and no smoking is permitted in or near your booth or buildings at any time!
18. Only service animals as defined by the Americans with Disabilities Act are permitted into the festival. Therapy & emotional support animals are not recognized by the ADA.
19. Vendor's booths must be staffed during all event hours. Full service vendors are permitted up to 5 persons per booth space; pre-packaged and single 2nd item vendors are permitted up to 2 persons per booth space.
20. All electrical extension cords and electrical plugs must be the 3-wire grounded, heavy-duty type and UL approved.
21. Vendors must be in compliance with and all booth materials must conform to all fire regulations. An approved fire extinguisher must be kept in your booth at all times. All open flames must be protected from the public.
22. Vendors will be assigned a vendor's parking area. All vendors, booth workers, helpers, etc. must park in areas designated by Family Festivals Association. Please keep vehicles on paved areas and roadways only when setting up and tearing down your booth. Violators will be towed at owner's expense. No vehicles are permitted inside buildings! Do not park in camper spaces unless you have reserved and paid for RV parking.
23. Bulk rubbish and trash must be taken to the designated trash areas before, during and after each show day. Vendor agrees to leave grounds in and around reserved space in the same condition as found, i.e.; no grease poured onto grounds, into waste containers, restroom sinks or toilets, no remaining hot coals, no garbage, debris, decorations, or vendor's customer debris and litter left on grounds. Dumpsters or a garbage truck are available for bulk garbage but not for grease or used water! Please keep your booth clean and uncluttered. Vendor agrees not to use the public waste containers, they are provided for the customer's use only. Vendor is responsible for removing and disposing of grease. Festival personnel are not responsible for cleaning your booth or the area around your booth.
24. Festival management will provide a list of area hotels/motels. We recommend you contact them early as many of them may be sold out. Festival management makes no recommendation regarding the service, quality, cleanliness or safety of these properties.
25. Family Festivals Association, Inc. will not be liable for refunds or any other liabilities whatsoever for the failure to fulfill this contract due to the event being canceled, being before or during the show due to fire, or other calamity, or by an act of God, or due to a public health emergency, pandemic, public enemy, strikes, statutes, ordinances or legal authority or any other act beyond the control of Family Festivals Association, Inc. which makes it impossible or impractical to hold the event.
26. Festival management reserves the right to provide the contact information, including names, phone numbers, email addresses, etc., of vendors and/or vendors to customers and/or media.

This contract shall be deemed to have been made in the State of Pennsylvania & shall be interpreted in accordance with the laws of such state. In the event that legal action is required to enforce this contract or any of the terms thereof, such action shall be brought in the Courts of Westmoreland County, Pennsylvania, and the vendor expressly consents the jurisdiction of such courts. The parties agree to accept service of process in such action by ordinary mail sent to their business addresses as set forth in this contract. This cover letter, specifications and requirements, and application/contract (4-pages total) represent the entire agreement between Family Festivals Association, Inc. and the vendor. Vendor agrees to pay for attorney fees for Family Festivals Association, Inc. and vendor for any action brought by vendor.

FAMILY FESTIVALS ASSOCIATION, INC.
PO Box 444 • Greensburg PA 15601
 724-863-4577 Office/Mobile • 724-221-6150 Fax
 www.FamilyFestivals.com • info@FamilyFestivals.com

Food Vendor Application and Contract • 2024 Festivals • 5 Festivals & Events

1 Vendor Name _____ Home Phone _____
 Business Name _____ Bus. Phone _____
 Address _____ What COUNTY do you live in _____ Cell Phone _____
 City _____ State _____ Zip _____ Email _____
 You may apply for 1, 1½, 2, 2½, 3, or more spaces! Web Site _____

USA International Sportsmen's Show and Outdoor Recreation, RV's & Boats February 16, 17, 18, 2024 Fri & Sat 10-7, Sun 10-5 Monroeville Convention Center Monroeville, PA	Office Use Only Booth # _____ 2023 Space _____ Pmt Rec _____ Due _____ Pd in Full _____	Pittsburgh Arts & Crafts Spring Fever Festival March 15, 16, 17, 2024 Fri & Sat 10-5, Sun 10-4 Monroeville Convention Center Monroeville, PA	Office Use Only Booth # _____ 2023 Space _____ Pmt Rec _____ Due _____ Pd in Full _____	Pennsylvania Arts & Crafts Labor Day Festival Aug. 30, 31, Sept. 1, 2, 2024 Fri 10-5, Sat & Sun 10-6, Mon 10-5 Westmoreland Fairgrounds Greensburg, PA	Office Use Only Booth # _____ 2023 Space _____ Pmt Rec _____ Due _____ Pd in Full _____																																																												
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Pennsylvania Arts & Crafts Christmas Festival Oct. 18, 19, 20 & 26, 27, 2024 Fri 10-5, Sat's 10-6, Sun's 10-5 Washington County Fairgrounds Washington, PA	Office Use Only Booth # _____ 2023 Space _____ Pmt Rec _____ Due _____ Pd in Full _____	Greater Pittsburgh Arts & Crafts Holiday Spectacular Nov. 22, 23, 24, 2024 Fri 10-5, Sat 10-6, Sun 10-5 Monroeville Convention Center Monroeville, PA	Office Use Only Booth # _____ 2023 Space _____ Pmt Rec _____ Due _____ Pd in Full _____																																							
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2 **IMPORTANT**
PA State Sales Tax License Number

Exhibitor is responsible for being in compliance with any and all Pennsylvania sales tax requirements. PA Dept. of Revenue can be reached at 1-888-PATAXES or www.revenue.state.pa.us.

3 **Provide a 4-word description of your product/food.**
 Example: 'Gourmet fudge & candy'

Tentative Application Deadline
January 31, 2024
Applications Accepted Until Each Show Is Full

4 **PAYMENT TYPE:**
 _____ Check(s) made payable to Family Festivals Association, Inc.-Separate check for each event.
 _____ Credit Card-Complete section below for Visa, MasterCard, Discover & American Express

Card # _____ - _____ - _____ - _____
 Expiration Date ____/____/____ 3 Digit Security Code _____
 Name on Card _____
 Complete Billing Address for Credit Card (Street, City, State, Zip)

I authorize Family Festivals Association, Inc. to charge my credit card for **all deposits AND** charge my credit card for **all balances on the balance due dates** listed above for each event I am accepted into. *See details for Late Fees as listed on Page 4 of this contract.

Signature _____

*****All Food Vendors must include a list of all food and beverages, including prices, that you would like to sell for each of the shows that you are applying for. Please attach list on a separate sheet.**

Definitions:

"Full Service" - a vendor selling items prepared on site that consist of one or more of the following; hot sausage sandwiches, burgers, funnel cakes, fries, etc.

"Single 2nd Item" - a vendor selling an item prepared on site such as French fries only, funnel cake only, etc.

"Pre-packaged" - a vendor selling items that are prepared prior to arriving at the festival and are mainly a take-home item for the customer such as; dips, candies, fudge, sauces, pickles, roasted nuts, kettle corn, etc.

The sale of soft drinks, bottled water, iced tea and coffee is not permitted at any show! Only lemonade and apple cider are permitted to be sold by full service food vendors. Festival management controls the sale of all soft drinks, bottled water, iced tea, coffee, etc.

Acceptance of Festival Specifications & Requirements and the Application and Contract:

If accepted, I/we the applicant/s (hereafter the "Vendor") have read this Application and Contract, and Festival & Event Specifications and Requirements (listed on the back of the cover letter), and agree to abide by them in full. Vendor further agrees that if Vendor cancels out of any festival/event, Vendor forfeits the deposit and the entire booth fee. Vendor agrees that if Vendor cancels out of any festival/event, neither the deposit nor any of the booth fee will be transferred to another show. The undersigned Vendor and his/her agent/s or assign/s do expressly, forever and irrevocably release the Family Festivals Association, Inc., ("Family Festivals") its officers, directors, shareholders, producers, managers, employees and agents, and the owners of each of the festival/event sites (together the "Released Parties") of and from any liabilities, damages, injuries or losses, of any kind or nature, which may arise from the licensing and/or participation by the Vendor in any festival/event. Vendor and its agents, heirs and/or assigns hereby irrevocably agree to indemnify, defend and hold harmless the Released Parties from and against any and all liabilities, damages, injuries, claims, losses and costs (including reasonable attorney's fees) related to or resulting from: (i) Vendor's violation of the Specifications & Requirements and/or the Application and Contract; (ii) personal injury caused to any third party by Vendor and/or Vendor's merchandise and/or by Vendor's agents, employees and/or representatives; (iii) Vendor's participation in any festival/event; (iv) Vendor's use or sale of any items or materials which violate or allegedly violate any copyrights, trademarks, patents or other rights of any third parties (including but not limited to, intellectual property rights); and (v) any violation of or failure to comply with any applicable state, federal or local laws, regulations, statutes, and/or ordinances by Vendor or its agents and/or representatives, including but not limited to obtaining any required license(s) and/or permit(s). Vendor agrees that this is not a lease but only allows the Vendor to use the space provided for the duration of the festival/event. Vendor understands that if not accepted into a particular festival/event, fees submitted for that festival/event will be kept and applied to another festival/event that Vendor is accepted into. If this Application is accepted, Vendor gives permission to Family Festivals to use Vendor's name and/or company name, address, telephone number, slides submitted and any photographs or videotape taken at the festival/event of Vendor or Vendors items for any and all purposes. Family Festivals reserves the right to accept or reject any food/beverage item based upon Family Festivals' selection process, at any time, without liability of any kind or nature. Vendor space not occupied by the opening time on the first day of the festival/event will result in forfeiture of the vendor space, and the space will be filled with a "wait list" vendor. Additionally, this shall be deemed a violation of the Contract and Vendor may be canceled out of future shows at the discretion of Family Festivals, with no refunds. All checks returned for non-sufficient funds (NSF) will be assessed a \$35.00 service fee for each check. Vendor also understands that if Vendor displays items in its booth that were not included and approved when this Application was submitted, Vendor will be required to remove them and/or face expulsion from the festival/event. Family Festivals, at its discretion, may change the opening or closing hours of the festival/event each day. Vendor may not display or sell another vendor's merchandise or share their space with another vendor unless approved by Family Festivals. Vendor must be open during all event hours. Family Festivals reserves the right to move any festival/event to another site without refund to Vendor. Family Festivals reserves the right to have offenders of any of these Specifications and Requirements and Applications and Contract removed from any festival/event without refund. If Family Festivals voluntarily cancels a festival/event for reasons not outlined on Page 2, Item 21, a full refund of booth fees will be returned to the Vendor with no further financial obligation, liability or penalty to Family Festivals. The Specifications and Requirements and the Application and Contract, as well as the Acceptance of the same, shall be deemed to have been made in the Commonwealth of Pennsylvania and shall be interpreted in accordance with the laws of such Commonwealth without regard to conflicts of law provisions of any jurisdiction. In the event that legal action is required to enforce this contract or any of the terms thereof, such action shall be brought in the Courts of Westmoreland County, Pennsylvania and the Vendor expressly and irrevocably consents to the jurisdiction and venue of such courts. The parties agree to accept service of process by ordinary mail sent to their business addresses as set forth herein. This Acceptance, Specifications and Requirements, and Application and Contract (4-pages total) represent the entire agreement between Family Festivals and Vendor with regard to the subject matter hereof and supersede all prior or contemporaneous agreements or understandings, whether written or oral with regard to such subject matter. Vendor agrees to pay for attorney fees for Family Festivals and Vendor for any action brought by Vendor. Acknowledging all of the foregoing terms and provisions and the terms and provisions set forth in the Specifications and Requirements and the Application and Contract (all of which are hereby incorporated by reference and made a part hereof), by affixing its signature below Vendor hereby agrees to be legally bound by all such terms and provisions. Family Festivals reserves the right to change or alter the Specifications and Requirements and the Application and Contract or the terms of this Acceptance at any time, upon notice to Vendor.

Vendor Signature

Date

Family Festivals Association, Inc. Signature

Date

Have you included the following with your application?

- Fully completed application, must be Signed and Dated.**
- Self-addressed, stamped, business-sized envelope MUST be included with application.**
- Separate Check/s for each event** payable to Family Festivals Association, Inc., including all applicable fees, or completed credit card information.
- A proposed menu/inventory list** of the items you will be selling.