

WEST PARK ARTS FEST VENDOR RULES

VENDOR CHECK IN: Please report to the main entrance of the School of the Future upon your arrival for setup information. You will be met by a Vendor Committee representative.

FESTIVAL HOURS: The 2016 festival will operate from 11am to 5pm on Saturday, June 11th. No vendors will be allowed to breakdown and physically leave the festival area prior to the 5pm closing time. Exhibitors are responsible for setting up and dismantling their own booths in the designated area during the designated setup period. Vendors are also responsible for cleanup of their area.

SETUP TIME:

Saturday, June 11th: **8:00am – 10:00am** Vendors must be set-up and in place by 10:00am

UNLOADING: Unload your vehicle and immediately park your vehicle in a designated lot. Then return to your booth area for setup. Do not leave your vehicle parked in the roadway while you setup. This blocks vendors behind you who are trying to unload.

BOOTH SPACE: No table, chairs, electrical cords, etc. will be provided. Exhibitors will arrange their booths so as to not interfere or obstruct view of other booths. Booth spaces are assigned by the WPAF Vendor Committee. Vendors may use a white or other color “pop up” tent with their booth. **Food vendors must have a current food license, a copy to be submitted with their vendor application.**

VENDOR CONDUCT: It is the desire of the West Park Arts Fest Committee for all vendors and participants to have an enjoyable day. All vendors are expected to conduct themselves in a professional and courteous manner when interacting with festival goers and fellow vendors.

The West Park Arts Fest Committee, West Park Cultural Center, or the School of the Future (School District of Philadelphia) are not liable for damages, injury or loss to any person or goods from any cause whatsoever. The West Park Arts Fest Committee, West Park Cultural Center, or the School of the Future (School District of Philadelphia) cannot be held responsible for any claims for damage, injury or loss arising out of or in connection with use of space and grounds in the festival.

My signature verifies that I have read and understand this agreement of participation:

(Make a copy of this agreement for your records)

Print Name _____

Signature _____