



# EXHIBITOR AND VENDOR RULES & REGULATIONS

## 2009 Polish Heritage Festival

A Nonprofit Corporation

Polish and Polish-American Culture: Past to Present

PO Box 115

Springville, NY 14141- 0115

Friday, May 29 & Saturday, May 30, 2009

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (Home): \_\_\_\_\_ (Work): \_\_\_\_\_

In case of emergency, please contact: \_\_\_\_\_ Phone: \_\_\_\_\_

### Please read and sign:

- Each vendor/exhibitor agrees to work their booth at The Fairgrounds, 5820 South Park Ave., Hamburg, NY.
- Each vendor /exhibitor is responsible for having their own tax number.
- Each vendor/exhibitor is responsible for collecting and reporting their own New York sales tax. Although overnight security is provided, neither the Polish Heritage Festival, Inc., nor The Fairgrounds assumes any responsibility for personal injury, theft, fire, or breakage.
- Vendor/exhibitor agrees to follow all rules and directions from management, either oral or written, and understands that failure to do so will be cause for removal from the Festival.
- **Items for sale and exhibited must be approved by the Polish Heritage Festival Committee.**

### Polish Heritage Festival Rules and Regulations for Vendors/Exhibitors are as follows:

1. All vendors/exhibitors are required to demonstrate and explain their product. The admission price entitles our visitors to complete explanations and demonstrations from all vendors/exhibitors.
2. All vendors/exhibitors are to set up their booths on Friday, May 29, 2009, from 10 AM to noon. Except for authorized maintenance vehicles, **NO** cars, trucks, or other vehicles are permitted in any area, except parking areas and lots.
3. All demonstrations, exhibits, and displays **MUST** be open on Friday from 3 PM until 8 PM and on Saturday from noon until 8 PM, **INCLUDING** rain days. Be prepared to stay longer if crowds do not leave at closing time. More often than not, this is the case. Your booth **MUST** be manned at all times.
4. Vendors/exhibitors must refrain from smoking and drinking alcoholic beverages while at your booth. These activities would detract from the visual impression.
5. Police your immediate area every hour or so. With your help, we can keep the Festival venue looking terrific.
6. We operate regardless of the weather. We expect better demonstrations and more courtesy for our visitors in the event of rain. They have braved the weather to see us, and they deserve to see the best that we have.
7. You **MUST** park in your designated parking area or lot and follow parking attendants' directions. As much parking as possible **MUST** be saved for our visitors' use. See exhibitor chairman for unloading and parking procedures.
8. It is most important to be courteous and polite to all people at all times.
9. Please **DO NOT** post any advertisements around the Festival grounds. Please confine them to your booth.
10. You are responsible for supplying anything that you will need to set up your booth. You are also responsible for taking down and cleaning up your booth at the end of the Festival.

**Please return to the above address**

I have read these rules and regulations, and I agree to abide by them.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Organization: \_\_\_\_\_