

39TH ANNUAL TITUSVILLE OIL FESTIVAL

Friday August 11 and Saturday August 12, 2023

Artisan & Craft Vendor Application

Applications must be filled out entirely, including Emergency Contact Number, Vehicle License Number and State or they will be returned. For more information, call 814-827-2941. Please complete application below and return by **July 28, 2023**. Fully completed applications will be reviewed **on first-come, first served basis**. You will be notified immediately if we are unable to accommodate you. There is an **Extra fee** to sell along the parade route from 10a.m – 1p.m for the 2023 Oil Festival

Number of Spaces required ___ 12'x12' @ \$60 per space = \$ _____ ___ 12'x24' @ \$100 per space = \$ _____

Selling Merchandise along the parade route @ \$25 _____

Electricity: Limited spaces with availability of 20 amp-110 volt electricity NO _____ YES _____

Describe Items for which Electricity is needed: _____

Return this form and your check or money order made to: Titusville Area Chamber of Commerce, 202 W. Central Ave., Titusville, PA 16354.

Business Name: _____

Contact Person Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ Cell: (_____) _____

Email: _____

Tax I.D.# (required) _____ Check here if application is pending. _____

Vehicle Make: _____ Model: _____ Year: _____

Vehicle License Number/State: _____ Trailer Tag /State: _____

Emergency Phone # (to reach you day or night during the festival) (_____) _____

Description of ALL art and craft items for sale below, on a separate sheet, or the reverse side of this page

(The Oil Festival committee reserves the right to reject all or a portion of the arts and crafts submitted by vendors. Vendors may submit non-refundable pictures and/or websites to view items as well)

Please read and sign below where indicated: I hereby agree to abide by the rules set forth on the enclosed information sheet. I understand that, if I fail to comply with the rules of the festival, I may be asked to leave and that booth space is non-refundable. I understand that, if my vehicle is parked illegally, my vehicle will be ticketed and/or towed.

I hereby release and hold harmless the Titusville Area Chamber of Commerce, the City of Titusville, the 2023 Oil Festival, all organizers and promoters of the 2023 Oil Festival from any and all liability for lost, stolen or damaged items due to my participation in The Titusville Oil Festival. As a condition of use of the facility, I agree to indemnify and hold harmless the City of Titusville, and its officials, employees and agents from and against any and all liabilities, judgments, settlements, losses, costs and charges (including attorney fees) incurred by the City of Titusville or any of its officials, employees, or agents as a result of a claim, demand, action or suit relating to any bodily injury (including death), loss or property damage caused by, arising out of, related to or associated with the use of the Property by myself or any of my members, employees, agents or invitees. I further agree to pay the City of Titusville for any and all physical loss or damage to the Property (including the cost of repair or replace the property) caused by, arising out of, relating to or associated with the use of the Property by myself or by any of my members, employees, agents or invitees.

Anyone not complying with all rules and regulations will be prosecuted to the fullest under the law and city ordinance No. 3077.

Applicant's Name (print) _____ Applicant's Signature: _____ Date: _____

Office Use: CK/MO/CASH # _____ \$ _____ Date: ____/____/____

Revised 3/14/2023

39TH ANNUAL TITUSVILLE OIL FESTIVAL

Friday August 11 and Saturday August 12, 2023

Festival Rules and Regulations for Artisan & Craft Vendors

Qualifications:

The application deadline is **July 28, 2023** or when the spaces are full.

Sales Tax:

Pennsylvania law requires any person or other entity that sells products subject to sales tax in Pennsylvania to register for a Sales Tax license before selling any products subject to the tax. Artisan & Craft Vendors must submit their tax identification number upon application submission. To apply for a Pennsylvania tax number, visit the Pennsylvania Department of Revenue website <http://www.pa100.state.ps.us/>

Spaces:

1. Spaces available are 12'x12' and 12' x 24' and are located on the grassy portion of Scheide Park in downtown Titusville. Spaces are limited to a maximum of 2 per crafter. Artisan & Craft vendors will be assigned a number corresponding to a space marked with that number in Scheide Park's festival layout. Space assignment will be laid out and assigned based on the Titusville Oil Festival Committee's discretion.
2. It is the vendor's responsibility to provide their own display equipment (tent, canopy, chairs, tables, etc.) Tents and canopies must be in good condition, secure, and fire-retardant materials are preferred. All tents/canopies are required to have at least a five-pound ABC-type fire extinguisher. All poles, stakes, and ropes must be inside the assigned 12'x12' and 12'x24' areas (stakes used must be taped or barricaded off). Please bring your own equipment (extension cords, lights, hammers, tape, etc.) to set up. None will be provided for you.
3. There is a limited number of spaces with electric availability (20 amp - 110 volt only). These spaces will be assigned on a first come application basis. No generators, compressors, open flames, or candles are permitted. The use of battery operated lanterns is fine.
4. **No pets, animals, open containers of alcohol, or smoking are permitted in the park due to City of Titusville ordinances.**
5. All vendors selling food items or handing out samples must follow the Pennsylvania Department of Agriculture food safety guidelines. Guidelines can be found on the www.agriculture.gov website under food safety for temporary food operations.
6. No obscene items are allowed to be worn or displayed in the artisan & craft vendor areas.
7. Artisan & Craft vendors agree to occupy their space at all times and remain open with wares to sell on days of the festival **(Friday, August 11, 2023, 5 p.m. to 9 p.m., Saturday, August 12, 2023 10 a.m. to 8 p.m.)** The Oil Festival will be held rain or shine on the scheduled dates and no refunds will be made due to adverse weather.
8. Security is the responsibility of the vendor. Titusville Area Chamber of Commerce and/or the City of Titusville and other agents of the Oil Festival committees shall not be responsible for any damage, theft, or injury to vendor persons or property.
9. The Titusville Chamber of Commerce Oil Festival Committee reserves the right to refuse exhibition of any item or group items and/or refuse entrance to or evict a vendor/exhibitor for improper conduct and/or violation of these rules, with no refund. The committee also reserves the right to a minimum two-week notice of cancellation **(no later than July 28, 2023)** in writing to Titusville Area Chamber of Commerce, 202 W. Central Ave, Titusville, PA 16354 or by email to Titusvillepachamber@gmail.com in order to process refunds of festival space fees.

39TH ANNUAL TITUSVILLE OIL FESTIVAL
Friday August 11 and Saturday August 12, 2023
Festival Rules and Regulations for Artisan & Craft Vendors

Set-Up:

1. Vehicle access to the vendor areas will be limited to the times below. No vehicles will be permitted into the park. Unloading and loading must be done at curbside only. **Vehicles used to transport your goods need to be moved immediately after unloading and parked elsewhere.** This is a safety issue and will be enforced.

Thursday: 6 p.m. to 8 p.m. - Oil Festival staff will be available to direct early set up of tents/canopy and tables only.

If you choose to set your tent/canopy and/or tables in the park overnight on Thursday evening, realize that security does not begin until Friday evening and this will be at your own risk.

Friday: 8 a.m. to 3 p.m. - Oil Festival staff will be available to direct set up. Vendor spaces should be open at 5 p.m. Friday ready to sell. After 3 p.m. the unloading area will be closed to all traffic to accommodate festival activities. No vehicle access will be available.

2. Vendors may leave their tents/canopies and displays up; however, it is recommended that all merchandise be removed from the display overnight. Although there will be patrols Friday night, that does not guarantee the safety of your merchandise. By leaving your merchandise in the park overnight, you agree to take full responsibility for said merchandise and release the Titusville Area Chamber of Commerce and/or the city of Titusville and other agents of the Oil Festival committees from any and all liability for damage or theft of merchandise or other possessions left in the park.
3. Traffic and parking patterns will change to accommodate various events during the festival. It is your responsibility to be aware of traffic and parking restrictions. Illegally parked or unidentified vehicles will be ticketed once the festival has begun. Vendors will be given instructions and/or maps to designated vendor parking areas.

Tear-down:

1. Vendors may **tear down starting at 8 p.m. on Saturday.** Absolutely no loading vehicles will be permitted on site before 8 p.m. Areas around the park will be secured to allow for curbside loading of materials at that time. **Tearing down early may lead to loss of contract for subsequent years.**
2. Vendors must take all unsold merchandise with them when they leave. Note that littering could also subject vendors to Titusville City citations.
3. Vendors must leave their selling spaces in the same condition that they were upon their arrival. Small trash (food, beverage/snack containers, etc.) is to be placed in the trashcans and/or dumpsters provided or taken when leaving.

Any questions or concerns about the application and/or rules and regulations can be addressed to the Titusville Area Chamber of Commerce at 202 W. Central Ave, Titusville, PA 16354, 814-827-2941 or email: titusvillepachamber@gmail.com