42nd Annual Glenville Festival

Saturday, August 8th

Sam Miller Park- Across from the Rockefeller Greenhouse

East 88th Street and St. Clair Ave.- Cleveland, Ohio 44108

Instructions and Regulations

1. Booth fees are accepted in the form of certified bank check, US postal money order or corporate check payable to Famicos Foundation. (NO PERSONAL CHECKS).
2. No refunds will be given after the application deadline of Friday, July 1st, 2020 at 5pm. The festival will go on rain or shine.
3. Participants may sell and/or display only those items listed on the application and approved by the 2020 Glenville Festival Committee. **ALL BOOTHS WILL BE INSPECTED BEFORE AND DURING THE FESTIVAL AND WILL BE CLOSED IF THIS POLICY IS NOT ADHERED TO.**
4. **Vendor Booths are by assignment only.** Follow the instructions of the parking attendant, festival coordinators, festival security and Cleveland Police Officers on the festival grounds. Please do not change your location once you have setup your booth from the assigned space once the festival begins.
5. **Check-in for all booth participants begins on Saturday, August 8th at 8:00am SHARP.** The latest vehicle arrival will be accepted no later than 10:30. Main setup must be completed by 11:00am. The booth check-in will be located at the main fate entrance to Sam Miller Park. Cars and trucks are then permitted to park and unload; vendors will receive their booth number to place inside of their vehicles, which will help identify the vehicle’s owner. Carts and trucks must be removed and parked in the parking lot on E. 88th Street once unloaded.
6. **Booths using a van, vehicle(s) and/or tent not provided by the festival committee should report to the festival no later than 8:30am on Saturday, August 8th for set-up instructions.** Any tent larger than 10’x10’ requires a displayed permit from the City of Cleveland. You will be charged accordingly for this accommodation.

Please return this signed application along with your payment by August 8, 2020. This is rain or shine event - no refunds.
7. You must supply your own clean-up materials and other necessary equipment. City of Cleveland regulations require wash and rinse water for utensils. Please don’t change your tent setup from the assigned space.

8. Booth participants arriving after 10:30am will not be permitted to drive onto the park grounds to set up their booths. They will be required to carry their merchandise and/or materials to their assigned booth area.

9. You must close your booth by 7:00pm except in the case of a medical, police and/or fire emergency. No one will be allowed to drive in the vendor area of the park before closing time. There is NO EXCEPTION TO THIS RULE.

10. Replacement costs for lost items provided by the Annual Glenville Festival are as follows for each item:
   - $250.00 Tables
   - $150.00 Tents
   - $50.00 Chairs

11. No electricity will be provided. You must supply your own silent generator if electricity is needed.

12. All booth participants must be responsible for cleaning their booth area at routine intervals during the festival and at closing. Festival staff will inspect all booths cleanliness. Please be respectful if asked to clean your booth space.

13. No one is allowed to promote or sale the following:
   - Hats, t-shirts, or any other paraphernalia with Glenville Festival Logo or sponsor logo with written approval.
   - Raffle tickets cannot be sold or given away
   - Bootlegs: Products not authorized by the manufacturer or distributor. Examples include: CDs, DVDs, clothing items, accessories, etc.
   - No illegal products, drugs, alcoholic beverages, or tobacco of any kind.
   - Political candidate or issues (unless it is an unofficial political booth)

14. All nonprofit organizations must supply a tax identification number.

Your cooperation is greatly appreciated.

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The 42nd Annual Glenville festival staff will provide a booth with (1) long table and (2) chairs. There is a $250.00 fee charge per table, $150.00 charge per tent, and $50.00 charge per chair for lost, stolen, or damaged items. Additional tables, chairs, and tents must be provided by vendors.

Please make checks payable to Famicos Foundation 1325 Ansel Rd, Cleveland, OH 44106. Money orders or checks must be received by Thursday, August 6th at 5pm. (No personal checks). For more information about booths, sponsorships, or how to participate in the 42nd Annual Glenville Festival, please call Brittney Smith at 216.791.6476 ext. 228

**Vendor Booth Rates**

<table>
<thead>
<tr>
<th>Fees</th>
<th>Booth Description</th>
<th>Selection (Check One)</th>
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<tbody>
<tr>
<td>375.00</td>
<td>Corporations- Employers with more than 200 employees offering business services and/or products for sale or display.</td>
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<tr>
<td>180.00</td>
<td>Food Van/Trailer- Food vendors are required to obtain a food handler permit and fire permit from the City of Cleveland (this includes the sale of soda pop, juice, bottled water, and lemonade)</td>
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<tr>
<td>100.00</td>
<td>Table Food Vendor- Food vendors are required to obtain a food handler permit and fire permit from the City of Cleveland (this includes the sale of soda pop, juice, bottled water, and lemonade)</td>
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<tr>
<td>100.00</td>
<td>Political Unofficial political booth</td>
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<table>
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<tr>
<th>65.00</th>
<th>Nonprofit agencies- Government, Schools, Health services, grassroots organizations and publicly funded agencies</th>
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<tbody>
<tr>
<td></td>
<td>Nonprofit TAX ID NUMBER______________________________</td>
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<td>Small businesses- non-food, business services, books, cellular phones, clothing, accessories, novelties, photos, arts and crafts, etc.</td>
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</tbody>
</table>

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